

AGENDA / ORDRE DU JOUR

- A) **Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires**
- B) **Addendum (if applicable) and Agenda / Addenda (si nécessaire) et Ordre du jour**
- B-1 Resolution to approve the Addendum
- B-2 Resolution to adopt the Agenda

- C) **Delegations / Petitions / Délégations / Pétitions**
- C-1 Municipal Property Assessment Corporation (MPAC) (Presenter : Steve McArthur)

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

- D-1) **Public Works / Travaux publics** **NIL**
- D-2) **Community Services / Services communautaires**
- D-2 (a) Museum Update (presenter : Renée-Anne Paquette)
- D-3) **Sewer and Water / Les égouts et l'eau**
- D-4) **Environmental / L'environnement** **NIL**
- D-5) **General Government / gouvernement général**
- D-5 (a) Unsuccessful Tax Sale
- D-5 (b) Amendment to Procedural By-Law re: Setting agendas
- D-5 (c) Discussion re: Interest from resident in purchasing a municipal property in Verner (Principale & Paquette Streets)
- D-5 (d) Clarification re: PSW Campaign
- D-6) **Planning / Planification** **NIL**
- D-7) **Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique**
- D-7 (a) Revisions of the WN Fire Service By-Laws and Emergency Plan
- (i) By-Law to Establish and Regulate Fire & Emergency Services
- (ii) By-Law to Participate in the Nipissing and Parry Sound District Mutual Aid Plan
- (iii) By-Law to Establish an Emergency Plan
- D-7 (b) Community Safety & Well-Being Plan
- D-7 (c) Financial Assistance for WN Search & Rescue
- D-7 (d) Financial Assistance for Field First Response

D-8) Economic Development / Développement économique

D-8 (a) Support letter re : Rural and Northern Immigration Pilot Project (RNIPP)

D-9) Social Services and Health / Services sociaux et santé *NIL*

**REGULAR COUNCIL MEETING /
RÉUNION RÉGULIÈRE**

E) Planning / Planification *NIL*

F) Correspondence and Accounts / Comptes et courrier *NIL*

G) Unfinished Business / Affaires en marche *NIL*

H) Notice of Motion / Avis de motion

H-1 Notice of Motion re: Accounts Payable Disbursements

I) New Business / Affaires nouvelles

I-1 Resolution to adopt By-Law **2019/16** to amend the Procedural By-Law pursuant to Bill 68
legislation re: Conflict of Interest

J) Addendum / Addenda

K) Information & Questions / Information et questions

K-1 Mayor's Report

L) Closed Meeting / Réunion à huis clos

L-1 Resolution to proceed into closed meeting as authorized in Section 239 (2) of the Municipal
Act, to discuss the following:

(A) the security of the property of the municipality or local board;

(ii) Nature's Trail Bridge

(B) personal matters about an identifiable individual, including municipal or local
board employees;

(i) Integrity Commissioner

L-2 Resolution to adjourn the closed session

M) Adjournment / Ajournement

M-1 Resolution to adopt By-law **2019/17** confirming proceedings of meeting

M-2 Resolution to adjourn the meeting



C-1

REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

A request for a delegation or presentation before Council must be in the form of a written submission to the Municipal Clerk. The following background information form must be duly completed and submitted by not later than 4:30 p.m. on the Wednesday prior to the requested meeting.

PLEASE PRINT CLEARLY:

Council Meeting Date:	Tuesday, March 5th, 2019		
Subject:	MPAC/Council Introduction & Orientation		
Name:	Municipal Property Assessment Corporate (MPAC)		
Address:	1500 Fisher Street, Suite 205, North Bay, ON P1B 2H3		
Phone:	Home:	Business / Cell:	Fax:
		705.223.0435 // 705.492.8587	
E-Mail:	steve.mcarthur@mpac.ca		

Name of Group or Person(s) being represented (if applicable) :

Steve McArthur, Account Manager - Municipal & Stakeholder Relations Dept.

Details of nature of the business/purpose (additional information can be attached separately) :

Introductions and brief Council Orientation. Provide an update for the Municipality of West Nipissing from the Municipal Property Assessment Corporation (MPAC).

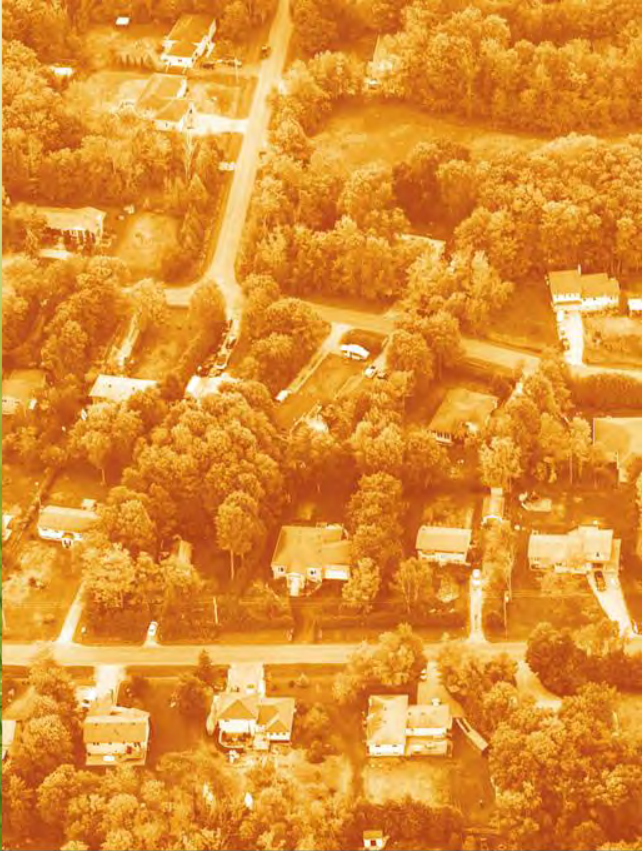
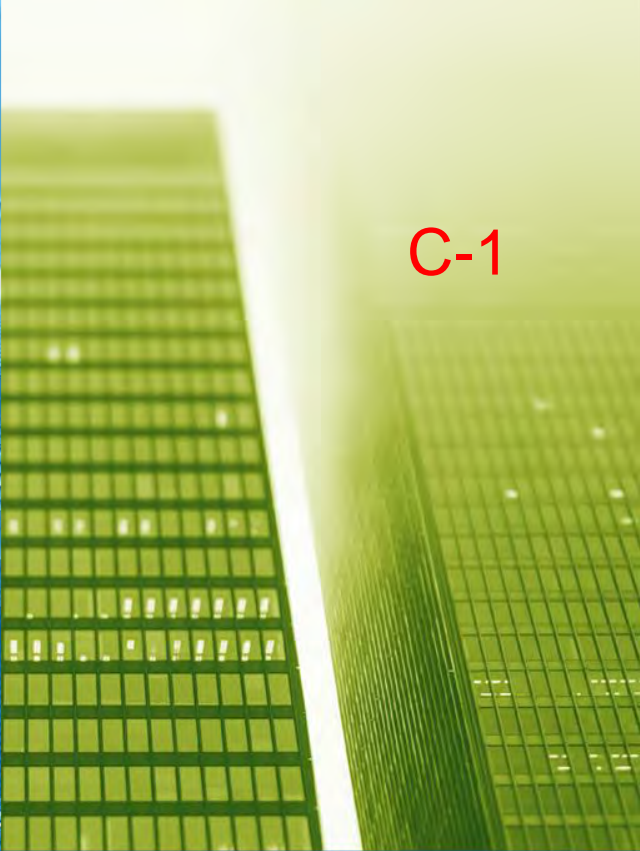
Presentation Requirements:	<input type="checkbox"/> Easel	<input checked="" type="checkbox"/> Projection Equipment
	<input type="checkbox"/> Other:	

Please be advised that your delegation/presentation will be recorded in video and audio format as part of Council meetings and will be subject to media broadcast (Eastlink and internet). Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council and Committee of the Whole. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended.

Submit your completed form to:

Municipal Clerk (delegate)
Municipality of West Nipissing
101 – 225 Holditch Street
Sturgeon Falls, ON P2B 1T1
e-mail: mducharme@westnipissing.ca or jdupuis@westnipissing.ca
Tel: 705-753-2250 • Fax: 705-753-3950

Visit ... www.westnipissingouest.ca



ABOUT MPAC AND ONTARIO'S ASSESSMENT SYSTEM



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

WHAT IS MPAC?

MPAC IS AN INDEPENDENT, NOT-FOR-PROFIT CORPORATION FUNDED BY ALL ONTARIO MUNICIPALITIES.

We're accountable to the Province, municipalities and property taxpayers through a 13-member Board of Directors.

OUR ROLE IS TO ASSESS AND CLASSIFY ALL PROPERTIES IN ONTARIO.

We do this in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

Our assessors are trained experts in the field of valuation and apply appraisal industry standards and best practices.

MPAC'S PROVINCE-WIDE ASSESSMENT UPDATES OF PROPERTY VALUES HAVE MET INTERNATIONAL STANDARDS OF ACCURACY.

Our assessments and data are also used by banks, insurance companies and the real estate industry.

▶ **LEARN MORE AT [MPAC.CA](https://www.mpac.ca)**



OUR ASSESSORS ARE TRAINED EXPERTS IN THE FIELD OF VALUATION AND APPLY APPRAISAL INDUSTRY STANDARDS AND BEST PRACTICES.

ONTARIO'S PROPERTY ASSESSMENT SYSTEM

There are several main components in Ontario's property assessment and taxation system. Each plays an important role:

THE ONTARIO PROPERTY TAXPAYER

Municipalities use the assessed values we provide to inform their decisions about the property taxes we all pay for important services.



MUNICIPALITIES

determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services using the assessed value.*

These services may include:



Police and fire protection



Roads, sidewalks and public transit



Waste management



Municipal parks and recreational facilities



School boards
Education taxes are also collected for school boards.

THE MUNICIPAL PROPERTY ASSESSMENT CORPORATION

determines Current Value Assessments and classifications for all properties in Ontario.

THE PROVINCIAL GOVERNMENT

passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board.

LEARN ABOUT THE RELATIONSHIP BETWEEN PROPERTY ASSESSMENT AND TAXATION AT [MPAC.CA/HOWASSESSMENTWORKS](https://www.mpac.ca/howassessmentworks)

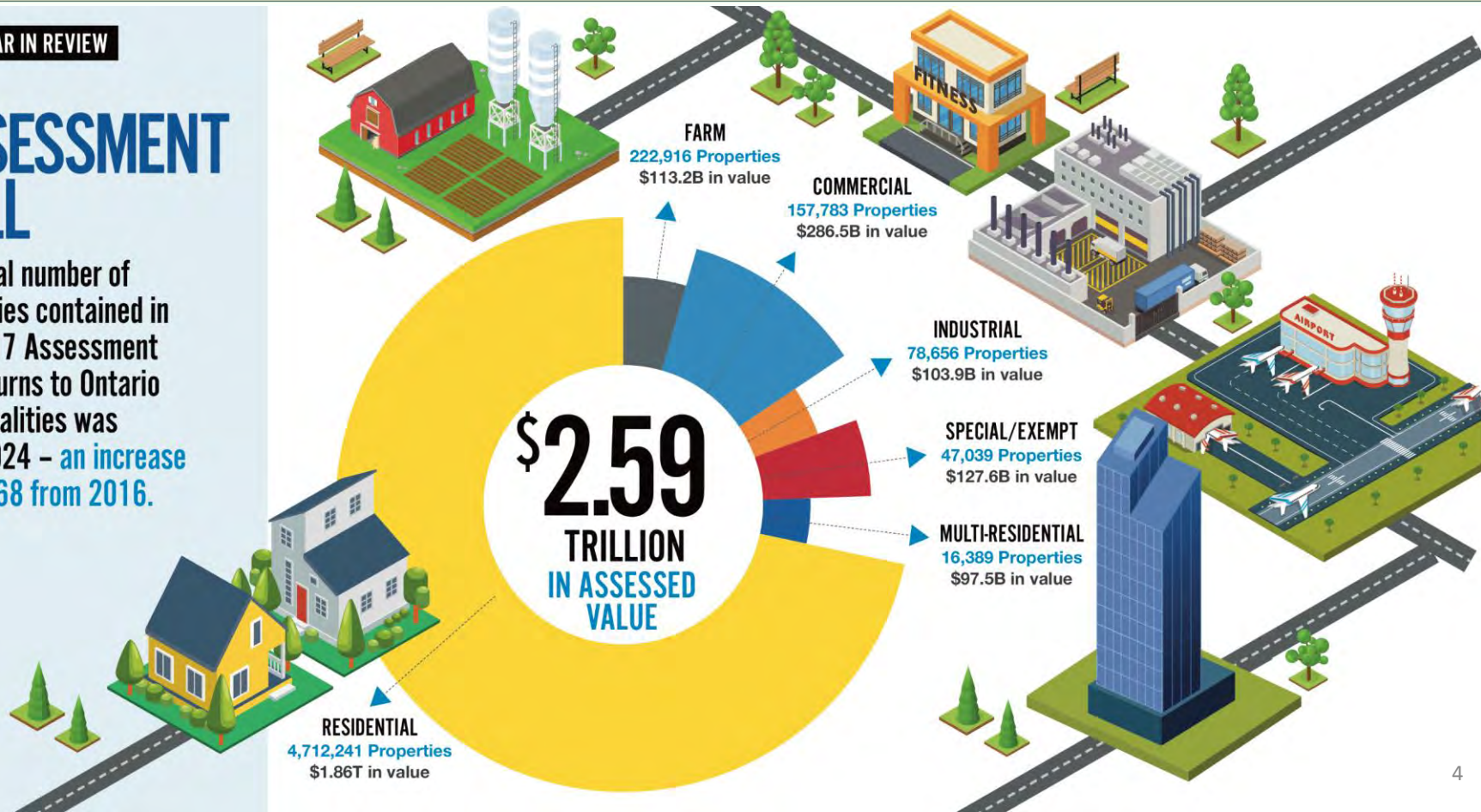
* Provincial Land Tax and levies by local boards are collected in unincorporated areas and contribute toward important services.

2017 Assessment Roll for 2018 Taxation

2017 YEAR IN REVIEW

ASSESSMENT ROLL

The total number of properties contained in the 2017 Assessment Roll returns to Ontario municipalities was 5,235,024 – an increase of 63,468 from 2016.



Ontario's 4-Year Assessment Cycle

ONTARIO'S TRANSPARENT ASSESSMENT SYSTEM

ASSESSMENT CYCLE

In Ontario, MPAC updates property assessments every four years.

We continue to review properties in between Assessment Update years as properties are built, renovated, demolished and change use.



PHASE-IN PROGRAM

Assessment Updates are phased in gradually over four years. Under the phase-in provision in the *Assessment Act*, an increase in assessed value is introduced gradually. A decrease in assessed value is introduced immediately.

PROPERTY PHASE-IN

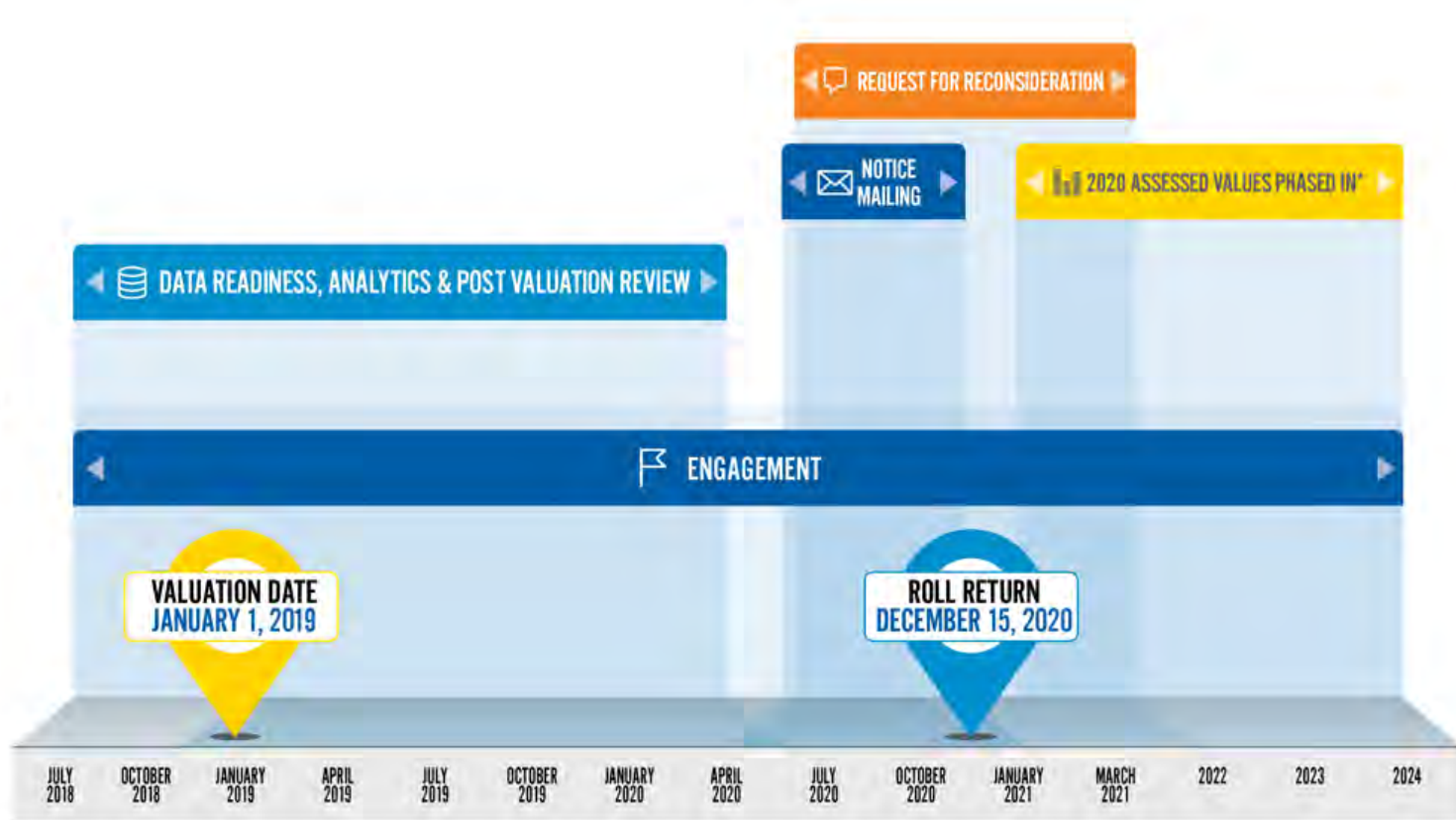
Your property's value on January 1, 2019:	\$375,000
Your property's value on January 1, 2016:	\$345,000
Over this four-year period, your property value changed by:	\$30,000

Assuming property characteristics stay the same,
the property assessment will increase by \$7,500 each year



FOR MORE INFORMATION ABOUT MPAC, OUR ROLE AND COMMITMENT TO ACCURATE AND TRACEABLE ASSESSMENTS, PLEASE VISIT [MPAC.CA](https://www.mpac.ca)

Assessment Roadmap



*Assessment increases are **phased in equally over four years**. Decreases are **applied immediately**.



About  Property.ca



2018 YEAR-END ASSESSMENT REPORT FOR THE 2019 TAX YEAR

AS OF DECEMBER 2018



APPENDIX 1

Assessment Change Summary by Property Class

Municipality of West Nipissing

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2018 Phased-in CVA	2019 Phased-in CVA	Percent Change 2018 to 2019
R Residential	1,354,175,608	1,291,637,568	1,322,906,596	2.4%
M Multi-Residential	28,649,200	25,331,500	26,990,350	6.5%
C Commercial	75,100,550	70,651,503	72,876,028	3.1%
G Parking Lot	261,000	259,622	260,311	0.3%
X Commercial (New Construction)	9,370,500	8,957,234	9,163,867	2.3%
I Industrial	4,860,200	4,593,830	4,727,014	2.9%
J Industrial (New Construction)	3,714,900	3,435,706	3,575,303	4.1%
P Pipeline	8,736,000	8,273,274	8,504,637	2.8%
F Farm	57,061,114	47,046,245	52,053,680	10.6%
T Managed Forests	1,492,000	1,275,554	1,383,778	8.5%
(PIL) R Residential	2,620,400	2,488,286	2,554,343	2.7%
(PIL) C Commercial	12,955,600	12,621,052	12,788,326	1.3%
(PIL) H Landfill	73,900	73,546	73,723	0.2%
E Exempt	105,470,600	100,153,162	102,811,883	2.7%
TOTAL	1,664,541,572	1,576,798,082	1,620,669,839	2.8%



APPENDIX 2

Assessment Base Distribution Summary by Property Class Municipality of West Nipissing

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2018 Phased-in CVA	Percentage of Total 2018 CVA	2019 Phased-in CVA	Percentage of Total 2019 CVA
R Residential	1,354,175,608	81.4%	1,291,637,568	81.9%	1,322,906,596	81.6%
M Multi-Residential	28,649,200	1.7%	25,331,500	1.6%	26,990,350	1.7%
C Commercial	75,100,550	4.5%	70,651,503	4.5%	72,876,028	4.5%
G Parking Lot	261,000	0.0%	259,622	0.0%	260,311	0.0%
X Commercial (New Construction)	9,370,500	0.6%	8,957,234	0.6%	9,163,867	0.6%
I Industrial	4,860,200	0.3%	4,593,830	0.3%	4,727,014	0.3%
J Industrial (New Construction)	3,714,900	0.2%	3,435,706	0.2%	3,575,303	0.2%
P Pipeline	8,736,000	0.5%	8,273,274	0.5%	8,504,637	0.5%
F Farm	57,061,114	3.4%	47,046,245	3.0%	52,053,680	3.2%
T Managed Forests	1,492,000	0.1%	1,275,554	0.1%	1,383,778	0.1%
(PIL) R Residential	2,620,400	0.2%	2,488,286	0.2%	2,554,343	0.2%
(PIL) C Commercial	12,955,600	0.8%	12,621,052	0.8%	12,788,326	0.8%
(PIL) H Landfill	73,900	0.0%	73,546	0.0%	73,723	0.0%
E Exempt	105,470,600	6.3%	100,153,162	6.4%	102,811,883	6.3%
TOTAL	1,664,541,572	100%	1,576,798,082	100%	1,620,669,839	100%

Contacts – Municipal & Stakeholder Relations

- Regional Manager

Mary Dawson-Cole, Nipissing/Parry Sound Districts - Zone 7
Mary.Dawson-Cole@mpac.ca, Tel: 705.675.4209

- Account Manager

Steve McArthur, Nipissing/Parry Sound Districts - Zone 7
Steve.McArthur@mpac.ca, Tel: 705.492-8587

- Account Support Coordinator

Judy Sauder, Nipissing/Parry Sound Districts - Zone 7
Judy.Sauder@mpac.ca, Tel: 705-419-1739

MEMORANDUM

D-2(a)

TO: Mayor and Council

FROM: Stephan Poulin, Director of Economic Development and Community Services

DATE: March 1, 2019

RE: Museum Update

As indicated to council, a presentation will be made regarding the museum operation. In 2018, Council gave the museum advisory committee and staff a one year mandate to enhance programming and look for new opportunities with the ultimate goal of making the facility more viable for both local residents, groups and organizations and increasing the number of visits by tourists.

Renée-Anne Paquette, our museum coordinator, has prepared a power point presentation along with a report outlining the past 10 months of operation. In addition, you will find a copy of the business plan that was originally provided to council back in April of 2018.

Financials for 2017 and 2018 are included in your packages along with our projected budget for 2019. The 2019 budget was completed with the assumption of a full time operation with a full complement of staff over a 12 month period. A list of capital projects including the estimated financial investments required moving forward will also be provided to Council at the meeting on Tuesday.

Joie de vivre



www.westnipissingouest.ca

Memo

To: Municipal Council

From: Renée-Anne Paquette

Subject: Musée Sturgeon River House Museum

You will find in this document information pertaining to history of the Museum, attendance, trails statistics, and hall rentals. Attached is also a copy of the approved Business Plan 2018 that the Museum presented to Council. This information will paint a clear picture of where the Museum was and how far it has come. On March 5th, I will be making a Power Point Presentation to Council on facts where everyone will have an opportunity to ask questions. I look forward to seeing you all.

Important Facts

- In April 2018, West Nipissing Council approved a pilot project of 12 months to allow the museum to be open 12 months with a full time compliment of staff and summer students. The results derived from the pilot project will assist council in decisions regarding the viability and operation levels of the museum moving forward. Council allocated a Coordinator and hired a new full time Museum Assistant who started in June 2018.
- The hope is that Sturgeon River House Museum be much more than a Museum; that it becomes a hub for arts, culture, heritage, education and a place to gather and enjoy for years to come as part of the whole riverfront revitalization.

***Attached for information purposes is the approved Business Plan that was presented to Council in 2018.**

Events

Since May 2018 the Museum will have planned and delivered over **100 events** and programs. The initial goal was to offer a variety of activities for a diverse group of people. The Museum offered monthly activities for people in the community. Some activities were free and some had a fee to attend. Something to keep in mind is that 90% of the activities were created and only 10% were repeated which means a lot of time was spend researching and developing these programs and events. Most of the events are paid admissions; always keeping in mind that the Museum needs to be profit generating. Below is a list of some of the events that were held in 2018-2019 at the Sturgeon River House Museum.

Business After 5	Morning at the Museum	Dreamcatcher Workshop	Farmers' Market
Homemade Bug Spray	Blacksmith Workshop	Canada Day	Family Fishing
Lego Camp	Christmas in July	Paint Night	Art Day
Jam at the Museum	Pirates and Mermaids	Family Paint Night	Bonfire and Scavenger Hunt
Bird Feeders	Dissect Owl Puke	Nature Painting	Nature Wind Chimes
Science Night	Fall Festival	Spray Paint Workshop	Slime Night
PD Day Adventure Day	Cranberry Night	Haunted Scavenger Hunt	DIY Bath Bombs
Evening with Mediums	Little Chef	Nerf War	Cooking on the Fire

Mystery Night	Tie's and Tiara's Dance	Pioneer Night	Trapping Night
Mini Chef	Adult Cooking Class	Tie Dye	Moonlight Walk

Facility Rentals

The Museum has a beautiful venue that is quite unique. This past year we really had the opportunity to showcase the facility and make use of the entire building. We even had the opportunity to attend our very first Bridal Show in Sudbury and since have seen bookings from that area. People are booking our facility due to the beautiful lake front property, courtyard with a stage, indoor facility and attached kitchen and bar. We have tons of parking and a beautiful location to do onsite pictures. We are also now offering birthday party packages that again offer people a new venue to host their party! Our facility costs are very reasonable and we should take more opportunities to showcase our facilities more often to get the word out. This is part of our future plans of course!

Hall Rental for Weddings in 2018

5 days in July

5 days in August

2 days in September

4 days in October

3 days in November

TOTAL: 19 hall rental days wedding purposes

Revenue: \$10,014.35

Hall Rental for Weddings in 2019

2 days in January

5 days in July

13 days in August

6 days in September

TOTAL: 26 rental days for wedding purposes

Revenue: 9,037.50\$

Miscellaneous Rentals of Hall or Boardroom

We rented the hall and boardroom in 2018-2019 over 25 times with a revenue of over \$2000.

Free Use of Hall

The Museum is also a place for community groups to host either their events or administrative meetings.

Name of Organization	Frequency
Union Culturelle Franco-Ontariennes	Every Thursday from 10am-3pm
International Plowing Match	2 times for workshops
Société Historique du Nipissing Ouest	Monthly meetings for 2hrs
Chamber of Commerce	May 2018 Business after 5
West Nipissing Historical Society	One meeting so far

Birthday Party Rentals

This year another project was to develop a birthday party program that was revenue driven. In the past 10 months we have planned over 7 birthday parties which brought in revenue of over \$1300.

Tours

People from across the world have visited our Museum and the feedback is very positive. (Refer to attached map) Our Museum is one of the only Museums that has hands on approach for school aged children, has a wide variety of artifacts and exhibits, cost effective and has a beautiful location on the river on a historical piece of land! The Museum has been busy this past year with onsite school tours from not only West Nipissing but across the region. We've even had the opportunity to welcome bus tours from the Ottawa region, London Ontario and International groups.

Other Tours

Name of Group	Date of tour	How many kids	Profit Generated
Centre de Formation du Nipissing	June 20	30	120\$
West Nipissing Child Care	July 16	62	372\$

On Site School Tours

The Museum has seen a large increase in on site school tours due to our doors being open full time this past year. Many of these tours have taken place in the winter months due to our snowshoe rentals and our beautiful trail system. We have also received a few requests from community groups as well to host tours for their participants.

Name of School	Date of tour	How many kids	Revenue Generated
Jeunesse Active – Sturgeon Falls	May 17	6	113.99\$
Camille Perron – Warren	June 21	21	126\$
École St-Anges – North Bay	June 26	32	192\$
Jeunesse Active – Camp Parasol	August 21	13	78\$
White Woods – Sturgeon Falls	October 3	25	240\$
Lord Dorchester - London	February 14	37	858\$
St-Marguerite d'Youville - Verner	February 20	20	120\$
St-Luke – North Bay	February 22	45	270\$
École Résurrection – Sturgeon Falls	February 27	37	370\$
Saint-Vincent – North Bay	March 29	40	240\$
	TOTAL	177	2163.99\$

Tourism Tours

Tourism tours have definitely been one of the highlights of the pilot project. Having the opportunity to showcase the Museum to people from around the world has been a great opportunity for the Museum but also has economic impact on West Nipissing. These people are visiting, eating, sleeping and shopping in our community. Something to note is that some of these group tours took place in the winter months. It is exciting and rewarding to know that we are on the map and that the Museum has become a place for tourists to visit in West Nipissing.

From...
Group tour from Sweden
Group tour from Australia
Group tour from Washington
Bus tour from Orléans
Summer Months: Israël, France, Poland, Italy, London, Amsterdam...
See map below located on site at the Museum:

Mobile Museum

This is a new and unique initiative for our Museum and across the region. Often schools are unable to come to the Museum due to the high costs of transportation. We now have created a MOBILE MUSEUM which offers schools and community groups a taste of what our Museum can offer them. The Mobile Museum includes a PowerPoint presentation on all 3 pioneers of the community and 4 rotating stations. Station 1 they smell and identify scents from nature. Station 2 they must identify animal pelts. Station 3 they learn what a wampum belt is and they must then create one out of Legos. Station 4 is a conversation about the medicine wheel, the circle of life and the seasons. This has really given the Museum wings to expand its market regionally but also remove barriers for schools that otherwise couldn't benefit of our educational programs.

Name of School and Community		Date of Mobile Museum	How many kids	Revenue Generated
Camille-Perron	MARKSTAY-WARREN	November 19	68	382.30\$
Franco Cité	STURGEON FALLS	December 11	20	113\$
Holy Cross	NORTH BAY	January 15	36	219.10\$
Jeunesse Active	STURGEON FALLS	January 16-17	275	1380\$
St-Gregory	POWASSAN	March 25	129	600\$
		TOTAL	508	2581.40\$

Conclusion

This pilot project has really allowed the Museum to see what it can offer to the local community but also to bedroom communities and tourists from around the world. This Museum is becoming a community hub where people gather, play, learn but also provides a sense of belonging. We have been able in the past 10 months to showcase the Museums strengths and what it can offer to all.

We have awakened the community and tourists that we are here and open for business all year round. The trails are at their best in the winter and schools are excited! We have created a safe space for families to play and learn about their history. This has allowed traditional events to take place such as Easter, Canada

Day, Cranberry Festival and Traditional Christmas. Summer months are certainly when tourists travel most which is why a 7 day operation from May to September is important. However September to April a 5 day operation is ideal as it would be our prime time to work with schools. Two staffs are required to continue to run the Museum full time. Our demand of school tours is increasing and one person cannot facilitate a bus full of kids or tourists. We are re-igniting our volunteer base and this will also aid in the delivery of programs and events.



Welcome - Bienvenue

Renée-Anne Paquette

-Museum Coordinator-

Museum Advisory Committee

Jean-Pierre Martin - *Chair*

Carole Anne Friedrich

Pierre LeRiche

Suzanne Pilon

Monique Robitaille

Joanne Savage – *Mayor of West Nipissing*

Leo Malette – *Member of Council*



History

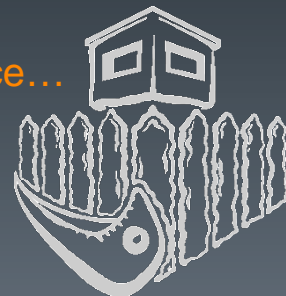
- In April 2018 West Nipissing Council approved a pilot project of 12 months to help determine the viability of the museum moving forward. They allocated a Coordinator and hired a new full time Museum Assistant.
- By revitalizing the Museum, the Municipal Council hopes to see the Sturgeon River House Museum become a four season attraction where locals and visitors from out of town, will enjoy for years to come.
- The Sturgeon River House Museum will be much more than a Museum; it will become a hub for arts, culture, heritage, education and a place to gather and enjoy for years to come as part of the whole riverfront revitalization.

First 10 month

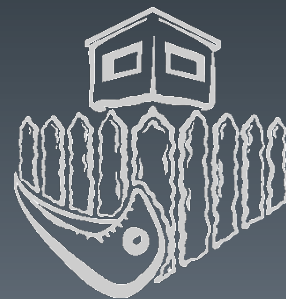


Goals

1. Hire and maintain qualified staff.
 1. Second full time staff was hired in May
 2. Attended Ontario Museum Association Conference in October in Toronto.
 3. We are now part of a new network of Museum professionals.
2. Provide outstanding exhibits and educational programs.
 1. Most exhibits have been redone and new exhibits have been created.
 2. Established new temporary monthly exhibits.
3. Increase the profitability of the Museum.
 1. Hall rentals have seen an increase.
 2. Birthday Party Packages have filled a gap within the community,
 3. Bridal Show in Sudbury which enabled us to promote our facility and increase our visibility.
4. Revitalize the four season walking trails.
 1. Installation of a mailbox to keep records of attendance.
 2. A new snowshoeing program for beginners started in January.
 3. Schools have started coming back for snowshoeing in our trails.
5. Expand the Museum's market to attract new visitors.
 1. Distributed brochures to all campgrounds, hotels and bus tour companies.
 2. Developed a monthly Market by the River.
 3. We welcomed a bus tour from Ottawa and London, ON.
 4. Hosted a group from Sweden, Australia and Washington DC
 5. Saw many visitors from all over the world such as: Israël, Holland, Egypt, France...



6. Renew programs, special events and outreach activities.
 1. Created a Mobile Museum
 2. Thursday evening programming has been successful
 3. Developed new weekend programming which is ongoing
 4. Developed a new winter program that enables schools to experience the outdoors with an educational component.
7. Promote tourism based activities and/or packages.
 1. Created a new partnerships with the local KOA
 2. Working on a Blue Sky Attraction Card
8. Coordinate and maximize marketing.
 1. Monthly activity calendars are delivered to local schools.
 2. Partnership with the library to promote our monthly temporary exhibits.
 3. Creation of a Facebook page since June 2018 which enables the Museum to promote its programs and events on a regular basis. We have reached over 575 likes.
9. Foster partnerships with different organizations to maximize the Museum's capacity.
 1. Nipissing First Nations
 2. Dokis Museum
 3. West Nipissing Public Library
 4. Chamber of Commerce
 5. Blue Mandolin
 6. Union Culturel Franco-Ontarienne
 7. Continue our relationship with La Société historique du Nipissing Ouest and have reached out to the West Nipissing Historical Society
 8. New bookings: Day care, yoga, Centre d'alphabétisation



Hours of operations

May to September
Open 7 days a week

September to April
Tuesday, Wednesday and Friday 9am-4pm
Thursday 12pm-8pm

(open one weekend per month)



STATISTICS (10 months)

May

Museum: 68

Trails: 30

2 events

June

Museum: 419

Trails: 34

5 events

July

Museum: 1387

Trails: 24

8 events

August

Museum: 326

Trails: 51

8 events

September

Museum: 237

Trails: 85

6 events

October

Museum : 427

Trails: 69

9 events

November

Museum : 179

Trails: 26

9 events

December

Museum : 220

Trails: 15

7 events

January

Museum: 203

Trails: 35

17 events

February

Museum: 277

Trails: n/a

14 events

**102 events and
programs
from May 2018
to April 2019**

**Total attendance
3700+**



New Initiatives for 2019



IN PROGRESS OR DONE

- ✓ Winter Educational Programming for schools – In Progress
- ✓ Develop a snowshoeing program for families and adults - In Progress
- ✓ Align our educational school programs with the Ontario Curriculum – Done
- ✓ Re-establish the snowshoeing program for all schools. – In Progress
- ✓ New initiative with local high schools – In Progress
- ✓ In collaboration with Nipissing University Professor *Jordan Baker*, the Museum will have the opportunity to work with 4 students who will help us enhance our agricultural exhibit for 2019. – In Progress

2019-2020 Initiatives



- ✓ Work with IPM to bring visitors to the Museum
- ✓ Reach out again to bus tours around the province
- ✓ Focus on events for adults and seniors that are fun, educational and history based.
- ✓ Create new Mobile Museum for Secondary Schools.
- ✓ Elaborate and change the Mobile Museum to ensure a new visit with new themes.
- ✓ Create annual events that will gather the community and will become a tradition for the community.
- ✓ Signage off of highway and along Leblanc, Lalande and Fort Road.
- ✓ Enhance the gift shop in order to increase profits.



Questions...



**Thank you for your
ongoing support**

	2017	2018	2019
	Actual	Actual	Budget
Revenues			
Federal Grants	4,622	7,018	7,000
Donations	-	674	-
Canteen Sales	712	2,166	2,200
Program Revenues	-	8,490	8,500
Admissions	8,301	8,922	8,500
Rentals	11,670	12,575	13,000
Miscellaneous Income	237	1,498	2,000
Total Revenues	25,542	41,343	41,200
Expenditures			
HR Costs			
Salaries & Wages	71,031	118,324	172,484
Benefits	10,038	21,458	34,349
Education	666	2,116	2,600
Total HR Costs	81,735	141,898	209,433
Operating Costs			
Cost of Goods Sold	338	2,495	1,500
Materials & Supplies	10,009	6,921	10,000
Advertising & Promotion	956	1,624	5,000
Community Projects	1,058	23	2,000
General Insurance	4,026	4,124	4,521
Interest and Bank Charges	1,199	2,127	2,200
IT & Support	5,863	6,606	7,500
Licenses & Permits	311	453	450
Office Supplies	980	3,118	4,780
Repairs & Maintenance	14,174	24,237	43,000
Services and Rents	3,409	10,583	10,000
Utilities & Telecommunication	19,508	18,016	19,170
Non TCA Expenses	-	1,266	2,000
Total Material, Supplies & Rents	61,831	81,593	112,121
Total Expenditures	143,566	223,491	321,554
Net Surplus (Deficit) Operations	(118,024)	(182,148)	(280,354)

MEMORANDUM

TO: Mayor and Council
FROM: Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer
DATE: February 8, 2019
RE: **UNSUCCESSFUL TAX SALES**

D-5(a)

In 2018, we conducted tax sales on three properties. Two properties had unsuccessful tax sales. The first property is located at 207 Highway 539A and is listed as having a seasonal structure on the property. The minimum tender amount was set at \$7,571.30. The second property at 50 Maple Street, in Field. It is vacant property. The minimum tender amount was set at \$6,465.26. Minimum tender amounts are set at the total outstanding tax, including municipal tax, education tax, penalties and interest, and fees associated with the tax sale process.

As with any unsuccessful tax sale, the Municipality has options on how to proceed with these properties.

1. Do nothing. Taxes will continue to be levied against the property.
2. Vest the property within two years. The taxes are written off, the property becomes a municipal asset, and no further taxes are levied on the property.
3. Take the property out to tax sale again within two years.

The balances currently owing on the properties are included below.

	Municipal	Education	Landfill	Interest	Other	Total
130-001-16400	2,064.63	374.86	322.26	1,378.29	2,279.42	6,419.46
070-003-03100	1,340.03	243.58	-	892.62	2,493.11	4,969.34

I am seeking direction on how Council would like to proceed with these two properties.

Joie de vivre



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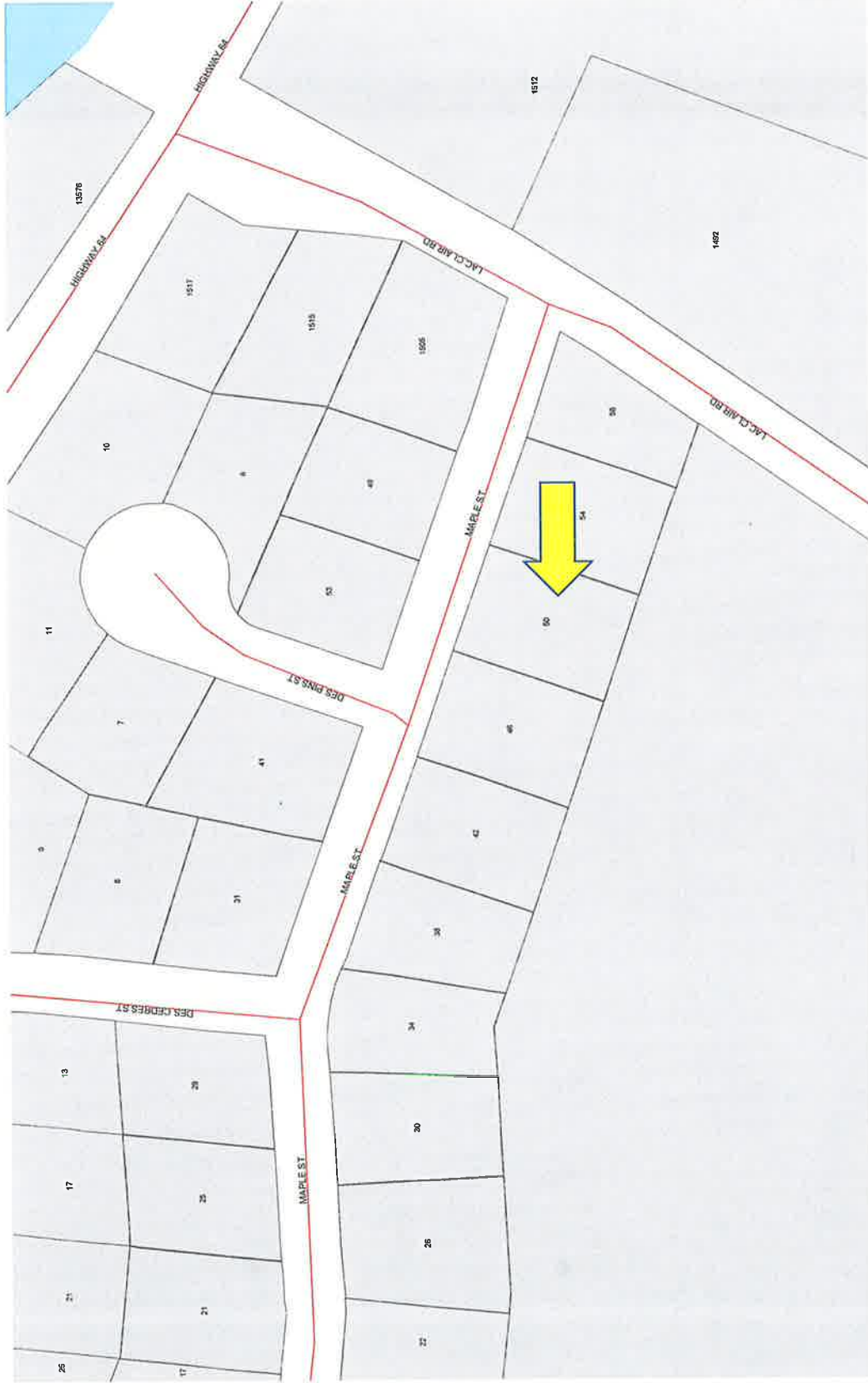
Roll 130-001-16400



Roll 130-001-16400



Roll 070-003-03100



Roll 070-003-03100



MEMORANDUM

TO: MAYOR and COUNCIL
FROM: Jean-Pierre (Jay) Barbeau, CAO
DATE: February 8th, 2019
SUBJECT: PROCEDURAL BY-LAW REVIEW - SECTION 8

D-5(b)

Please find enclosed supporting documentation for next Tuesday's discussion regarding the setting of Committee agendas. I understand that there has been frustration by some at the process and the feeling that they are being "blocked" from bringing issues to Council. I apologize if you feel that way. It is not my intention. On the other side of the same argument, I'm sure that it is not Council's intention to frustrate staff by putting forth items in a manner that does not allow for enough time and preparation by all involved.

By way of background, in January 2018 I provided a memo (see copy attached) to Council concerning the Agenda and the timing of items to be placed on the Agenda. As a result and, on agreement of the then Council, changes were adopted and incorporated into the Procedural By-Law (see attached), reflecting the spirit of my memo which was to ensure that Agendas are complete and include sufficient information to allow members to make informed decisions on the items in question.

Requests for Agenda items come from councillors, other staff and from the public. As CAO, I am responsible for directing municipal resources so it is imperative that I or my designate have a critical role in the final preparation. In consultation with senior staff, we use our best efforts to prioritize items knowing that the time frame for discussion is finite. Accordingly, when staff enquire if the matter is "time sensitive" or indicate that the matter will be put on the following week or suggest that perhaps the matter can be dealt with administratively, these are not an attempts to "block", but simply to try and ensure that each item is given a sufficient time allowance for discussion without rushing.

Time and time again, Council has indicated that they wish the items on the Agenda to include background material. Staff, who are already stretched thin, cannot be expected to drop everything to do the necessary research and compile the background information for an item which is received only a couple of days before the Agenda is released. In other municipalities, full staff reports are prepared in advance of meetings, so that council is fully informed of all of the ramifications (financial, social, or political) of an item, prior to its being considered. These reports generally include a recommendation made by staff on the subject matter. Historically, West Nipissing has not adhered to a strict policy like this and we have always endeavoured to move things forward quickly and with as little bureaucracy as possible. As a result, we often have to bring things back a second time because staff was simply not able to assemble all the required information within the time frame allowed by the request.

We are proposing further refinements which will help all going forward. A Council insertion form (see attached) will be added to our procedures which will clearly identify the item to be added to an agenda as well as a brief explanatory section. Timelines as proposed in my original memo of last year will alleviate the frustration for staff and Council if everyone knows the rules. There will also be a document which is shared with all Council that will accompany the agenda which shows when the item will appear if we can't accommodate all items on the next agenda. This will at least alleviate frustration by Council knowing that their items will be addressed and not ignored.

I look forward to a productive discussion

Respectfully,

Jay

from the desk of :
Jean-Pierre (Jay) Barbeau
C.A.O.

Joie de vivre



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MEMORANDUM

TO: MAYOR and COUNCIL

FROM: Jean-Pierre (Jay) Barbeau, CAO

DATE: January 5th, 2018

SUBJECT: ISSUES REGARDING SETTING COMMITTEE/ COUNCIL AGENDAS

Issue: There has been a trend over the past several months from staff and from Mayor and Council (I'll generalize) to bring forth agenda items or corresponding documentation at the very last moment to myself and/or the Clerk's department (Melanie or Janice). This is both frustrating and creates undue hardship on staff who are charged to prepare the agendas and the corresponding documentation. Though the Deputy Clerk never complains, she is often here on a Friday evening hours after everyone have begun to enjoy their weekend. As well, the last minute requests for items to be placed on agendas involving operations when staff has not had the opportunity to prepare sufficiently for the issue creates undue stress and often forces staff to change their planned work schedules. If there are external issues that do not involve staff time, this is not an issue. You should be aware that the setting of committee agendas has been under my authority since it involves the mobilization of staff resources.

Recommendation: It is therefore my recommendation that...

1. Agenda items brought by staff should be brought by end of day on the Wednesday preceding the meeting.
2. Corresponding documentation be brought no later than end of day on the Thursday preceding the meeting.
3. Any topic for discussion from Mayor or Council involving operations or staff preparation time should be submitted to my attention with one week's notice to allow staff to properly research and prepare thus not wasting Council's time at a meeting.
4. Exceptions to this rule would be items that are topical, need to be addressed immediately and only came to the attention of staff or Mayor or Council after the deadlines listed in points 1 to 3.

I believe that this will allow us to properly address issues in a thorough manner while not placing an unreasonable burden on staff and the Clerk's department.

I look forward to your comments.

from the desk of:
Jean-Pierre (Jay) Barbeau
C.A.O.



West Nipissing Ouest

Joie de vivre

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Joie de vivre

Clerk of their availability. In addition, it was recommended that arrangements be made to televise the deliberations.

D-2 (b) OPP Update

The CAO informed Council that a meeting was held with the OPP in late November to discuss certain transitional issues. At a worst case scenario, the transition would take place upon the construction of the new building; however it was not ruled out that they may assume responsibility earlier if suitable temporary facilities could be found. In addition, the CAO advised that there is some indication from the Province which may result in an amendment to the proposed facility costs in a favourable direction. Once a firm decision with respect to the timing of the transition is made, then the hearings can be held with the Ontario Civilian Police Commission (OCPD) to disband the existing force while at the same time undertaking rank determination processes for the assumption of the existing sworn officers. Councillor Duhaime requested that, in the future, written material be provided for consideration prior to the meeting. The CAO agreed to provide further written information concerning the OCPD hearing process.

D-2 (c) Discussion re: Procedure regarding Agenda(s)

The CAO provided Council with the new guidelines pertaining to the preparation of the Council agenda. These new guidelines seek to expedite the preparation time of the agenda whereby all subjects are to be submitted to the Clerk's office by end of business day on Wednesday with any supporting documentation to follow by end of business day on Thursday. Council was in agreement with the CAO's recommendation and it was also suggested that the recommendations be entrenched in policy.

- D-2 (d) (i)** A resolution to authorize the reconsideration of the Code of Conduct for Council was defeated.
(refer to Addendum section)

(ii) Discussion re: Code of Conduct

The matter was not discussed based on the preceding resolution.

D-2 (e) Discussion re: Request for rental support – Filles d'Isabelle

Council was provided with a request letter from les Filles d'Isabelle seeking assistance with their rent in the amount of \$300.00 per month. Following discussion, Council was agreeable to renewing the existing commitment.

D-2 (f) Follow-Up re: Lavigne Music Festival

As a result of information posted on a social media sight, the Mayor sought clarification pertaining to the financing of the 2017 Lavigne Music Festival where the Municipality granted a short-term loan. Councillor Fortier indicated that the update had been provided to staff and that there had been a shortfall. In addition, Councillor Fortier indicated that it has not yet been decided if the festival will proceed in 2018.

D-2 (g) Minnehaha Bay – Financing

The Mayor sought to clarify statements in the local media pertaining to the approval and financing surrounding the construction of Minnehaha Bay. The Treasurer indicated that the books have been closed on that project since 2013 and prior thereto had been fully audited.

Guy Fortier,
Chair

Melanie Ducharme,
Clerk

and until the results of such vote are declared;

- 6.1.5 Disturb another or the Council or Committee or staff or guest by any disorderly conduct disconcerting to the speaker or the assembly.
- 6.1.6 Enter the meeting while a vote is being taken;
- 6.1.7 Be permitted to attend another meeting of Council or Committee after being ordered to vacate, having committed a breach of any rule of Council, and without having first met with the Mayor or presiding officer and the Chief Administrative Officer, and having satisfied the Mayor that their conduct at future meetings will be in conformity to the rules of this By-law.
- 6.1.8 Be permitted to use a cell phone while in Council Chambers during the meeting

7.0 DISCLOSURE OF CONFIDENTIAL INFORMATION

- 7.1 Where a matter is discussed during a closed session permitted under the provisions of this By-law, members of Council or Committee, staff or other persons in attendance shall not discuss or repeat the discussion, in whole or in part, with any other person outside of the closed session.
- 7.2 Following a closed session, members of Council or Committee, staff or other persons in attendance are hereby instructed to resist their response to public and media inquiries as to the content of a closed session to "No Comment" unless appointed by resolution passed by 2/3 of the members present as the official spokesperson, or to issue a press release or comments approved by Council or Committee, as the case may be.
- 7.3 Any violation will result in sanctions by Council befitting the severity and damages incurred. Such sanctions may include penalties ranging from a public reprimand highlighting the general nature of the violation, the exclusion from further discussions and correspondence regarding the confidential subject matter that was breached or in the most egregious case, may result in the complete exclusion from all further closed sessions. In such case, the offending person will no longer be provided with correspondence, materials or information proposed to be dealt with in closed session; and
- 7.4 Such violation shall be recognized by Council or Committee and the exclusion of the offending member, staff or persons shall be by resolution passed by 2/3 of the members present during a closed session.

8.0 PREPARATION OF THE AGENDA

- 8.1 The Clerk shall prepare Agendas of Council and Committee meetings as applicable and when expedient, may extend this responsibility to another member of the administration staff.
- 8.2 All items to be included in the Agenda shall be brought to the Clerk or designate no later than by end of business day on the Wednesday preceding the Council or Committee meeting. Supporting documentation shall be provided to the Clerk by no later than end of business day on the Thursday preceding the Council or Committee meeting.
- 8.3 Any Agenda item which may require research and/or preparation by staff, shall be submitted to the CAO for approval, prior to being delivered to the Clerk for inclusion on a subsequent Agenda unless such item is of a time-sensitive nature requiring an action or decision by Council;
- 8.4 **THE CLERK SHALL:**
 - 8.4.1 Accept items for any Agenda from the Mayor or presiding officer and from members of Council or Committee.
 - 8.4.2 Receive correspondence and petitions from the public and place the correspondence or petition on the Agenda. When in the opinion of the Clerk, the correspondence or petition should be first dealt within Committee, it shall be directed to the appropriate Committee for consideration and the subsequent recommendation is to be included in a future Agenda of Council.
 - 8.4.3 Insofar as is practicable, Council and Committee Agendas along with supporting material, shall be prepared and made available to members of Council or Committee and Department Heads not less than 2 business days prior to the regular meeting.

AGENDA ITEM REQUEST FORM

PLEASE PRINT CLEARLY:

Requested Council Meeting Date:			
Name of Requestor:			Date submitted:
Address:	Full mailing address:		
Phone:	Home:	Business / Cell:	Fax:
E-Mail:			
Requested Agenda Item/Subject:			

Additional details / background information:

- ☐ see below
☐ Supporting documents attached separately

Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the municipality.

ADMINISTRATIVE APPROVAL

STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.

Signature of CAO or designate:

Date:

MUNICIPAL OFFICE USE

STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.

Date Received:		Received from:	
Meeting Date Requested:		Mode of Notification:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		

APPROVED FOR AGENDA:

Scheduled for (date):		<input type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)	
Action Taken:		
Notes / Comments:		

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
DATE: February 7, 2019
RE: REQUEST TO PURCHASE MUNICIPAL PROPERTY

D-5(c)

In the fall of 2013 the property located at 1 Principale Street, Verner (formerly the Verner Hotel) was substantially demolished by fire. At the time of the fire, the property was already in excess of three years in taxes. In order to maintain the safety of the community following the fire, the Municipality cleaned up and restored the property and the cost of so doing in the approximate amount of \$42,000. was added to the tax roll. The Tax Sale process was commenced in April 2014.

In 2016 after having advertised the property for sale in an open Tender process as is required under the Municipal Act, Council was informed by the Treasurer that sale had been unsuccessful and the property was then vested in the Municipality of West Nipissing. The sum of \$68,417.16 was written off, which included both the tax arrears as well as the costs associated with the cleanup following the fire.

The property has remained vacant since that date.

An expression of interest to purchase the property was received on February 8, 2018. Since I am aware that the property will be used as part of the IPM 2019 grounds, I advised the requestor accordingly and he indicated that he was content to wait until after that time. The property details as well as the location photo and key map are attached. I am also attaching a copy of By-law No. 2015/57, being the by-law governing the sale of real property. Since this property has already been advertised for sale, I am seeking direction as follows:

1. Does Council wish to declare this property surplus to the Municipality (following the IPM)?
2. Will council require an updated appraisal of the property? It is my recommendation that an appraisal be sought, given that the true value has not been established because it was offered at the sale price of the tax arrears.
3. Is council willing to accept an unsolicited offer or does council wish to re-advertise the property and conduct the sale by Tender?

PROPERTY DETAILS:

Location 1 Principale Street West, Verner Ontario

Legal: Part of Lots 43 and 57, Plan M21, Twp. Caldwell.

Size: 66 x 162

Area: .25 Acres

OP Land Designation: Commercial

Zoning: C1 – General Commercial

Assessed Value: \$22,500.00

Figure 1



Figure 2





THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2015/57

**BEING A BY-LAW TO REPEAL BY-LAW 1999/58 AND TO ESTABLISH
PROCEDURES, INCLUDING THE GIVING OF NOTICE TO THE PUBLIC, GOVERNING THE
SALE OF REAL PROPERTY OWNED BY THE MUNICIPALITY**

WHEREAS Section 270(1)(1) of the *Municipal Act, 2001*, S.O. c. 24 as amended requires all municipalities to adopt and maintain policies governing the sale or disposition of land and the giving of notice to the public;

AND WHEREAS the Council deems it expedient to update the municipal by-law to conform with current legislation;

NOW THEREFORE THE COUNCIL FOR THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:

1. DECLARATION PROPERTY SURPLUS, APPRAISAL & NOTICE

Before selling any real property, the Council shall:

- (1) declare, either by by-law or resolution, that the said real property is surplus to the needs of the municipality;
- (2) when appropriate in the circumstances obtain an appraisal or an opinion of value of the fair market value of the real property; and
- (3) give notice of the proposed sale of the surplus property as set out below.

2. NOTICE OF PROPOSED SALE

- (1) Notice of the proposed sale or disposition of the real property shall be sufficiently given if notice of the proposed sale or disposition is published once in the local newspaper;
- (2) Notice under Section 2(1) is not required where other notice provisions in the *Municipal Act, 2001* or any other Act set out other notice requirements; and
- (3) Notice shall indicate that highest offer shall not necessarily be accepted.
- (4) Notice may be waived by Council in its sole discretion.

3. EXEMPTIONS TO APPRAISAL REQUIREMENT

Without limiting the scope of S.1(3) above, the following specific situations do not require an appraisal or valuation:

- (1) An appraisal is not required to the following classes of land:
 - (i) land acquired in connection with an approval or decision under the Planning Act;
 - (ii) closed highways if sold to an owner of land abutting the closed highways;
 - (iii) land that does not have direct access to a highway if sold to the owner of land abutting that land; and
 - (iv) easements granted to public utilities or telephone companies.
- (2) An appraisal is not required for the sale of land to the following:
 - (1) a local board or conservation authority; and
 - (2) the Crown in right of Ontario or Canada and their agencies.

IN ADDITION to the requirements under Sections 1 and 2 of this by-law the following procedures apply:

4. SALE OF MUNICIPAL PROPERTY GENERALLY

- a. A person or firm who wishes to purchase property owned by the Municipality must make its request in writing to the Clerk's office.

- b. The Clerk's office investigates all requests to ensure that the sale will be in the best interests of the Municipality.
- c. The Clerk's office forwards information on the property to the appropriate Municipality departments and outside agencies that may have an interest in the matter for their comments.
- d. If the Clerk's office feels that the property should be sold a report is prepared for Council.
- e. That unsolicited offers to purchase real property may be processed on a first come first serve basis.
- f. If Council agrees to dispose of the property, the Clerk's office arranges for the sale of the property, either by tender or direct sale.
- g. Where the real property is not to be disposed of by tender, the purchaser shall pay in advance, the appraisal costs and the cost of giving notice to the public.
- h. In the case of the sale of parkland, all owners within 120 metres of the property proposed to be sold must be advised by mail of the Municipality's intent to do so if the property being sold does not require a rezoning for its proposed use.
- i. The highest offer may not necessarily be accepted. Where appropriate, the Municipality may accept lower offers if it is in the best interest of the Municipality.

5. SALE OF UNDERSIZED MUNICIPAL PROPERTY

- a. If a property does not meet the minimum size and area requirements of the zoning by-law, the Clerk's office may offer to sell the property to abutting owners.
- b. Each abutting owner may purchase a minimum of 50 percent of the property. If an owner does not wish to purchase the land, it will then be offered to the other abutting owner.

6. CLOSING A STREET, LANE OR PUBLIC THOROUGHFARE AND ITS SALE

The following outlines the closing and subsequent sale of streets, lanes and public thoroughfares in the Municipality:

- (i) A property owner who wishes to have the Municipality close a street, lane or public thoroughfare must make a request to the Clerk's office.
- (ii) The Clerk's office prepares an application and provides petitions to the applicant;
- (iii) The applicant must obtain the signatures on the form provided of all property owners whose land abuts the portion of the street, lane or public thoroughfare to be closed. These owners also must indicate whether they wish to have a portion of the street, lane or public thoroughfare conveyed to them;
- (iv) If the applicant meets all the requirements of the application, the Clerk's office circulates the information to all Municipal departments and outside agencies that may have an interest in the matter for their comments
- (v) If the Clerk's office feels that closing the street, lane or public thoroughfare will be in the best interest of the Municipality, a report with a recommendation.
- (vi) If Council approves the proposed closing, the clerk's office then posts a notice in the local newspaper once a week for two (2) consecutive weeks stating the Municipality's intention to close the lane or street;
- (vii) If no objections to the lane closing are received, the applicant is requested to obtain a plan of survey of the land prepared by an Ontario Land Surveyor. The applicant must submit a draft of the survey to the Clerk's office for approval prior to its registration;
- (viii) Once the plan has been approved and registered a by-law is placed on Council's agenda for enactment;
- (ix) The applicant gives two copies of the registered plan to the Clerk's office. The Clerk's office then prepares the appropriate deeds and has them signed by each owner, where necessary;

- (x) All costs of the survey must be paid by the benefiting owners. If an owner does not pay his or her share of the survey cost within thirty (30) days, the Municipality may offer the full width of the street or lane to the owner on the opposite side of the street or lane;
- (xi) The Municipality may retain or grant easements for present or future use by utility companies. This may restrict the improvements undertaken by property owners on the easement portion of the property;
- (xii) The Clerk's office notifies the Chief Building Official of all parcels of land conveyed to property owners as well as the easements retained by the Municipality or on behalf of any utility companies; and
- (xiii) Despite the provisions of this Section 6, if a commercial use proposes to expand its operation and to do so it requires the entire portion of an abutting street, lane or public thoroughfare, Council may agree to convey the entire street, lane or public thoroughfare to the commercial establishment, without offering any portion of the property to an abutting property owner or property owners.


7. BYLAW REPEALED

THAT By-Law 1999/58, as amended, including all schedules are hereby repealed.

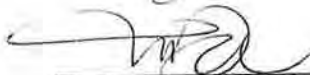
8. EFFECTIVE DATE

THAT this By-Law shall come into force and take effect on the date it is passed.

ENACTED AND PASSED THIS 14th DAY OF JULY, 2015 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

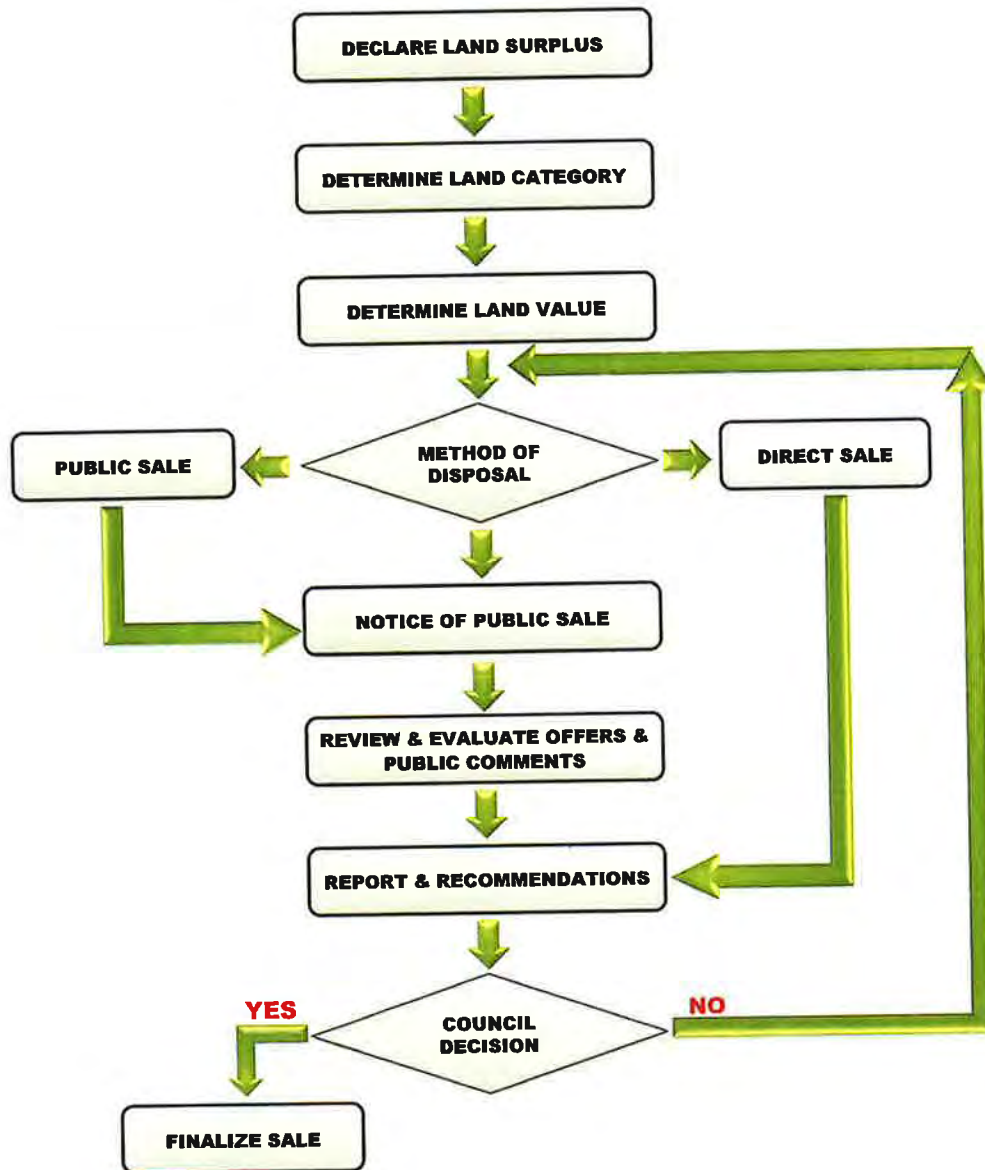


JOANNE SAVAGE
MAYOR



MELANIE DUCHARME
CLERK

SCHEDULE "B"
GENERAL PROCEDURES FOR SALE AND DISPOSITION OF MUNICIPAL LAND



MEMORANDUM

TO: MAYOR and COUNCIL
FROM: Jean-Pierre (Jay) Barbeau, CAO
DATE: March 1st, 2019
SUBJECT: Use of Communications team for PSW campaign

D-5(d)

At the February 5th COW meeting, Council supported the use of our communications staff to assist in a PSW awareness campaign. The understanding was that the involvement would be to assist in the design of some promotional materials such as posters. The understanding was also that the other groups involved did not have a budget.

As you can conclude by the attached email, the involvement of our staff would be much greater than originally contemplated. As you can also see, these organizations have budgets for this type of initiative. I did not comment originally given the limited parameters that were discussed. This is much more than anticipated and I do not feel it is an appropriate use of our internal resources. College Boreal have the internal resources and expertise to develop a recruitment campaign. This is what they do. Our communications team are working on a variety of initiatives which will further our corporate objectives.

My recommendation is that we politely limit our involvement to assisting at the group level (community advice) and allow the lead agency the task of recruitment.

Regards,

Jay Barbeau, CAO

from the desk of :
Jean-Pierre (Jay) Barbeau
C.A.O.



Joie de vivre

www.westnipissingouest.ca

Jay Barbeau

From: Kimberly Cuillerier
Sent: February 14, 2019 10:21 AM
To: Jay Barbeau
Cc: Kassandre Jolin
Subject: PSW Awareness Campaign

Hi Jay,

I met with the PSW Awareness working group on Wednesday morning to discuss their project and to inquire what support is needed from Communications.

This is what was discussed:

- West Nipissing health organizations are dealing with a shortage of PSWs and are working with College Boréal to tackle this issue
- They want to develop a community-wide awareness campaign on the profession of PSW and the benefits of the job (salary, guaranteed job, local education, etc.)
- Their target audience would be potential students or adults looking for a change of career
- The lead organization/logo for the campaign would be College Boréal, since they are the only school in the community offering the program
- The College Boréal PSSP program is only offered in French (but the organizations mentioned that they aim to hire, and some solely hire bilingual PSWs)
- The partners see this campaign as a community effort, not competing for numbers, but working together on a common issue that will benefit the community and our aging population
- I provided some ideas and my expertise of what a recruitment/marketing campaign like this entails and some deliverables usually included for a project of this reach and objective (we talked about Facebook posts, recruitment videos, flyers, customized flyers/template for organizations)
- As far as a budget for the campaign, all organizations agreed that they all have a budget for this (whether to hire a videographer, printing etc., sponsored ads, etc.)
- Their budget would need to be determined and spent prior to March 31st

Following the discussion, this is what would be required by Communications

- Development of the awareness campaign from the ground up (from research, conception, design, dissemination)
- Work/coordinate with College Boréal (marketing or branding) as they have policies and standards for the image and branding of their communication material
- Provide a budget amount of what would be available for X amount of \$
- The group requested to have material or something ready for April for budgetary purposes and to recruit students for the fall program

I mentioned to the group that Kass and I would be working on major projects in the next couple of months (especially IPM coming up), and so we may be limited for time with a project such as this that requires: research, design, content writing, coordinating with other organizations etc. However, I stated that I would bring back these requests and ideas back to you for discussion.

Thanks,

Kimberly Cuillerier
Communications and Corporate Services
Communications et services corporatifs
tel 705.753.2250 x 6904
kcuillerier@westnipissing.ca



D-7(a)

Memo

To: Mayor and Councillors
From: Fire Chief Richard Maranda
cc: Jay Barbeau, Alisa Craddock, Melanie Ducharme
Date: February 20th, 2018
Re: **REQUIRED REVISIONS TO FIRE SERVICE BY-LAWS and PLAN**

The Ontario Fire Marshal and Emergency Management are requesting that the following by-laws be revised every four years. Included in your package, are draft copies of the revised plan and by laws:

- West Nipissing Fire & Emergency Service – Establishing and Regulating By-Law
- West Nipissing Fire & Emergency Service – Mutual Aid By-Law to Participate in Nipissing & Parry Sound District Mutual Aid Plan
- Municipality of West Nipissing Emergency Plan

The attached revisions are provided for Council's consideration.

BY-LAW 2019/___

**BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE SERVICE
FOR THE MUNICIPALITY OF WEST NIPISSING**

WHEREAS Section 9 of the *Municipal Act, S.O. 2001, c.25*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10 (1) of the *Municipal Act, 2001*, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

AND WHEREAS Section 10 (2) states that, a single-tier municipality may pass by-laws respecting the following matters:

6. Health, safety and well-being of persons.
7. Services and things that the municipality is authorized to provide under subsection (1).
8. Protection of persons and property, including consumer protection.

AND WHEREAS Section 391(1) of the *Municipal Act, 2001, S.O. c 25*, authorizes a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board.

AND WHEREAS the Fire Protection and Prevention Act, 1997, Part II, section 5(10), as amended, permits the Council to establish and regulate a Fire Service;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:

PART I – DEFINITIONS

- a) **"Approved"** means approved by the council.
- b) **"Chief Administrative Officer"** shall mean the person appointed by *council* to act as chief administrative officer for the corporation.
- c) **"Corporation"** shall mean the Corporation of the Municipality of West Nipissing.
- d) **"Council"** shall mean the Council of the Corporation of the Municipality of West Nipissing.
- e) **"Deputy Chief"** shall mean the person appointed by By-Law by the Municipal Council to act in the place of the Fire Chief in his/her absence, or in the case of vacancy in the position of Fire Chief.
- f) **"Fire Chief"** shall mean the person appointed by By-Law by the Municipal Council under subsection 6(1), (2), or (4) of the *Fire Protection and Prevention Act*.
- g) **"Fire Service"** shall mean the West Nipissing Fire and Emergency Service and consist of a group of firefighters authorized to provide fire protection services by the municipality.
- h) **"Fire Protection Services"** shall mean a range of programs designed to protect the lives and property of the inhabitants of the fire service response area from adverse effects of fire, sudden medical emergency or exposure to dangerous conditions created by human or nature and includes fire suppression, fire prevention, public education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and delivery of all those services.

- i) **Member** shall mean a Firefighter with the West Nipissing Fire and Emergency Service including all officers or any other employee of the West Nipissing Fire and Emergency Service.
- j) **"Municipality"** shall mean The Corporation of the Municipality of West Nipissing.
- k) **"Limited Services"** means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote and/or island properties, private road ways, lanes and drives.
- l) **"Volunteer Firefighter"** shall mean a person who voluntarily acts for the Municipality of West Nipissing as a Firefighter for nominal consideration, honorarium, training or activity allowance.
- m) **"Fire Service"** shall mean a group of firefighters authorized to provide fire protection services by the municipality.

PART II – FIRE SERVICE

1. The **Fire Service** of the Municipality to be known as the West Nipissing Fire & Emergency Service is hereby continued and the Head of the *Fire Service* shall be known as the Fire Chief.
2. The mission statement and goals of the Fire Service shall be as those contained in **Appendix "A"** of this By-Law.
3. The **Fire Service** shall be organized as per the Organizational Structure contained in **Appendix "B"** of this By-Law.
4. The **Fire Service** shall provide fire protection services as approved by Council, contained in **Appendix "C"** of this By-Law.
5. The **Fire Chief** may require occupancy owners or persons within or outside the municipality to pay costs or fees for fire and emergency response or other administrative services provided to them. Invoicing for response services or recovery of fees will be conducted in accordance with the **West Nipissing Fire & Emergency Service User Fees and Rates Appendix "D"** of this By-Law as amended.
6. In addition to the Fire Chief, the **Fire Service** personnel shall consist of a Deputy Chief and such number of other officers and members as from time to time may be deemed necessary by the Council.
7. The Fire Chief may recommend to the Council the appointment of any qualified person as a member of the **Fire Service**, subject to the approved hiring policies of the Corporation.
8. A person appointed as member of the **Fire Service** shall be on probation for a period of 18 months, during which period the probationary member shall take such special training and examinations as may be required by the Fire Chief.
9. If a Probationary Member fails any such examinations, the Fire Chief must recommend appropriate actions to Council.
10. A person is qualified to be appointed as Member of the **Fire Service** for Fire Protection Services who:
 - a) is of good character with no criminal record;
 - b) passes the required physical tests;
 - c) possesses a valid driver's licence;
 - d) is between the ages of 18 and 65;
11. If a medical examiner finds a Member is physically unfit to perform assigned duties and such condition is attributed to, and a result of employment in the **Fire Service**, Council may assign the member to other employment in the Fire Service or may retire him/her. Council may provide retirement allowances to members, subject to the *Municipal Act*.

12. If a physician finds that a Member is physically unfit to perform his/her assigned duties, the Fire Chief in consultation with the Chief Administrative Officer, may dismiss him/her.
13. The Fire Chief may reprimand, suspend or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness, other performance issues or noncompliance with any of the provisions of this by-law or general orders and Fire Service's rules that in the opinion of the Fire Chief would be detrimental to the discipline, performance and efficiency of the Fire Service.
14. Following suspension of any Member, the Fire Chief shall report the suspension and his/her recommendations to the Council.
15. The procedures for termination of employment prescribed in Part IX of the *Fire Protection and Prevention Act* shall apply to all full-time members of the Fire Service.
16. The remuneration of the volunteer members shall be as determined by the Council from time to time.
17. Working conditions and remuneration for all full time members shall be determined by Council in accordance with the provisions of Part IX of the *Fire Protection and Prevention Act*.

PART III – DUTIES OF FIRE CHIEF

1. The Fire Chief is responsible to Council and under the general direction of the Chief Administrative Officer for proper administration and operation of the Fire Service, the discipline of its members. The Fire Chief;
 - a) shall develop and publish such written operational guidelines, general orders and Fire Service's rules as may be necessary for the care and protection of the Fire Service's equipment and personnel, and for the efficient operation of the Fire Service, provided that such orders and rules do not conflict with the provisions of any By-Laws of the Municipality;
 - b) The Fire Chief shall be responsible for the procedures and implementation of recruitment for the Fire Service for the Municipality of West Nipissing.
 - c) shall review periodically all the Standard Operating Guidelines, policies, orders, rules and the Fire Service and may establish an advisory committee consisting of such members of the Fire Service as the Fire Chief may determine from time to time to assist in these duties.
 - d) shall submit to the Chief Administrative Officer and Council for approval, the annual budget estimates for the Fire Service, an annual report and any other specific reports requested by the Chief Administrative Officer or Council.
 - e) shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall enforce all municipal By-laws respecting fire prevention and exercise the powers imposed on him/her by the *Fire Prevention and Protection Act* S.O. 1997, and the Fire Chief or his/her designate shall be empowered to authorize Fire Service members to:
 - (i) pull down or demolish any building or structure to prevent the spread of fire;
 - (ii) take such necessary action which may include boarding up or barricading of buildings or property to guard against fire or other dangerous risk or accident;
 - (iii) recover expenses incurred by such necessary action in a manner provided by the *Municipal Act 2001*;
 - f) shall be responsible for the enforcement of this By-law and general orders and Fire Service's rules;
 - g) shall report all fires to the Fire Marshal as required by the *Fire Prevention and Protection Act*, S.O. 1997;

- h) shall develop a Fire Service Promotional Policy based on such evaluations, written, practical and oral examinations as deemed necessary;
 - i) shall with the assistance of Deputy Fire Chief, evaluate all members of the Fire Service who are participating in an examination for promotion;
 - j) When in the opinion of the Fire Chief, all factors for the promotion of two or more members are equal, seniority of service in the Fire Service governs in the decision for promotion.
 - k) The provision of Section 1(h) and 1(i) shall not apply to the positions of Fire Chief or Deputy Fire Chief.
 - l) Where the Fire Chief designates a member to act in the place of an officer in the Fire Service, such member, when so acting, has all of the powers and shall perform all duties of the officer replaced.
2. The Deputy Fire Chief shall be the second ranking officer of the Fire Service and it shall be his/her responsibility to carry out the orders of the Fire Chief, and in the absence of the Fire Chief, has all the powers and shall perform all the duties of the Fire Chief.

PART – IV – MEMBERS

1. Notwithstanding the provisions of any general orders or Fire Service's rules, the following provisions shall apply to all Members:
- a) No Member, while in uniform, shall enter any premises where alcoholic beverages are sold or consumed, except with express permission or in the performance of his/her Fire Service's duties;
 - b) No Member shall respond for duty if his/her ability is impaired by the use of intoxicating beverages or drugs;
 - c) No Member shall consume any intoxicating beverages or drugs while on duty; and
 - d) No Member shall solicit the influence or support of anyone in order to secure a transfer, promotion or other advantage.

PART – V – ENACTMENT

- 1. This By-law comes into effect on the day it is passed by Council.
- 2. This By-law shall be known as the "Fire Service ER By-Law".
- 3. That By-law 2009-75 is hereby repealed.

ENACTED AND PASSED THIS 5th DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

**WEST NIPISSING FIRE & EMERGENCY SERVICE
MISSION STATEMENT AND GOALS OF THE FIRE SERVICE**

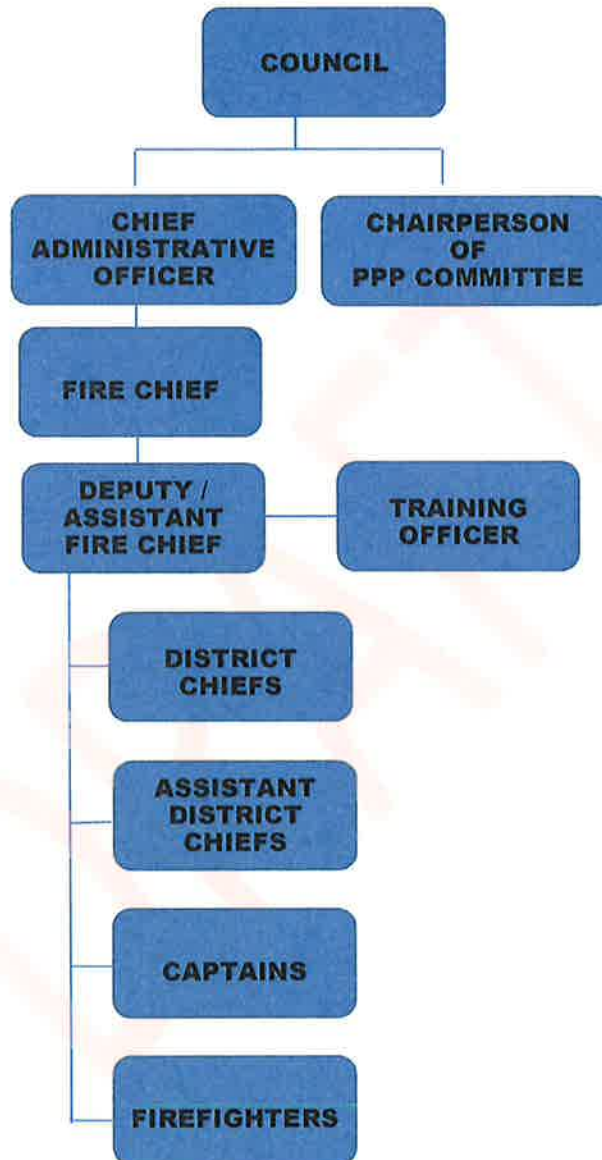
The mission of the Fire Service is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, or exposure to dangerous conditions created by man or nature. The priority of the programs is first to the Municipality; second, to those municipalities requiring assistance through authorized Emergency Fire Service Plan and Program (mutual aid) activities; and third, to those municipalities/agencies, which are provided fire protection by the Fire Service via, automatic aid agreement.

In order to achieve the mission of the Fire Service, the necessary resources and financial support must be in place and the following goals shall be met:

1. Regular review of the fire services requirements of the Municipality.
2. Provide an administrative process consistent with the needs of the Fire Service.
3. Ensure that fire suppression apparatus, equipment and personnel are available within the Municipality to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide Fire Service training to an accepted standard, which will ensure the continuous up grading of all personnel in the latest techniques of fire prevention, fire suppression and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure all fire protection apparatus, including allied equipment, is in proper state of repair to respond to emergency calls.
6. Provide an effective Fire Prevention Program to:
 - a) ensure through plan examination and inspection, compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations;
 - b) identify, reduce and/or eliminate fire hazards.
7. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs, commercial, industrial and institutional staff training.
8. Develop and maintain a good working relationship with all federal and provincial departments, utilities and agencies, related to the protection of life and property.
9. Develop and maintain a Forest Fire Protection Agreement with the Ministry of Natural Resources to provide fire suppression and values protection in areas inaccessible by the Fire Service.
10. Interact with other municipal departments respecting the aspects of fire on any given program and ensure these goals are not in conflict with any other municipal departments.

APPENDIX "B"

WEST NIPISSING FIRE & EMERGENCY SERVICE ORGANIZATIONAL STRUCTURE



REPORTING STRUCTURE:

The Fire Service performs the following divisional functions:

- Division of Administration
- Division of Fire Prevention & Education
- Division of Fire Suppression & Rescue
- Division of Training
- Division of Apparatus, Equipment and Communications

Each division of the Fire Service is the responsibility of the Fire Chief and under the direction of the Fire Chief or member designated by the Fire Chief. Designated members shall report to the Fire Chief on the divisions and activities under their supervision and shall carry out all orders of the Fire Chief.

FIRE SERVICE DIVISIONS ROLES & RESPONSIBILITIES:

1. The Fire Chief is responsible for ensuring that the following duties pertaining to the Division of Administration are carried out:
 - Prepare the Fire Service budget and exercise control of the budget;
 - Prepare the payroll of the Fire Service and initiate requisitions for materials and services and certify all accounts of the Fire Service;
 - Maintain personnel records in accordance with the policy of the Corporation;
 - Arrange for the provision of medical services in the event of fire fighter(s) injury at Fire Service responses or training sessions;
 - Make recommendations for the construction of new buildings, or renovations, as approved;
 - Provide liaison with associations i.e. The Local Fire Fighters Association, Mutual Aid Association;
 - Prepare an annual report of the Fire Service;
 - Carry out the general administrative duties of the Fire Service; and
 - Provide liaison with the District Fire Coordinator, and District Mutual Aid Coordinator.
2. The Fire Chief is responsible for ensuring that the following duties pertaining to the Division of Fire Prevention & Education are carried out;
 - Develop approved fire prevention, fire safety and public education policy;
 - Carry out the duties and activities of the fire prevention, fire safety and public education policy; and
 - Maintain fire loss records.
3. The Fire Chief is responsible for ensuring that the following duties pertaining to the Division of Fire Suppression are carried out;
 - Prevent, control and extinguish fires in areas accessible by fire service apparatus;
 - Conduct investigations of fires auctioned by the fire service in order to determine cause, origin, and where required, to request appropriate agencies to assist with the investigation;
 - Respond and assist at such emergencies as may be deemed necessary by the Fire Chief;
 - Perform pre-emergency planning for those areas accessible by Fire Service apparatus; and
 - Liaison with the North Bay office of the Ministry of Natural Resources to ensure fire suppression and values protection (including fire investigation) is provided as per the Forest Fire Protection Agreement with the Ministry of Natural Resources.
4. The Fire Chief is responsible for ensuring that the following duties pertaining to the Division of Training are carried out;

- Establish a Fire Service training program, and conduct training for all members in accordance with the approved training program;
 - Administer training programs; and
 - Prepare and conduct examinations of members as required.
5. The Fire Chief is responsible for ensuring that the following duties pertaining to the Division of Apparatus, Equipment and Communications are carried out;
- Prepare specifications for the purchase of apparatus and equipment;
 - Maintain and keep in repair all existing buildings, apparatus and equipment of the fire service;
 - Perform apparatus maintenance and cleaning duties; and
 - Authorize for “outside repair” of equipment that, in the opinion of the Fire Chief, cannot be obtained within the Municipality.

**WEST NIPISSING FIRE & EMERGENCY SERVICE
CORE FIRE PROTECTION SERVICES**

The West Nipissing Fire & Emergency Service shall provide a range of fire prevention and protection services, as determined by Council, for the inhabitants of the municipality within the Fire Service's response area. Due to the Fire Service's reliance upon volunteer firefighters, the topographic and geographic configuration of the Municipality, the level and amount of equipment at the Fire Service's disposal, and other budgetary constraints, the services listed in this Appendix, although approved may be provided as "Limited Services" as defined in Part 1 of this By-law.

The Municipality of West Nipissing accepts no liability for the delay or inability to supply the services set out in this Appendix of this By-law due to the provision of its approved services as 'Limited Services' or due to the existence of unsafe conditions encountered en route, impeded access to property, and/or environmental factors/constraints.

1) FIRE PREVENTION/PUBLIC EDUCATION

Fire Prevention / Public Education services provided shall and will include:

- a smoke Alarm Program;
- distribution of fire safety education material;
- providing fire safety programs to the community groups upon request;
- providing school fire safety education programs;
- a risk assessment program, which includes fire investigations, plan examination and inspections; to reduce and/or eliminate fire hazards, and develop fire prevention programs to increase life safety, and reduce the loss of life and property due to fires;
- a compliance inspection program, including inspections upon complaint, or when requested, to assist the owner with code compliance (including any necessary code enforcement);
- preparation for and appearances in court;
- compile, analyze and disseminate functional statistics;
- interacting with OFM investigators;
- supporting criminal prosecutions;
- consulting with Police and other agencies;

2) FIRE SUPPRESSION

Structural Fires in areas accessible by Fire Service apparatus shall include:

- Fire attack & limited internal rescue in accordance with the Fire Service's level of training, standard operating guidelines, Occupational Health and Safety Guidelines and the number and type of personnel and equipment available to the Fire Service and on each specific emergency response.
- Water access only properties such as islands will receive limited fire suppression services due to travel time and limited personnel;
- Basic firefighting – no expected rescue components;
- Structural firefighting including rescue;
- Vehicle firefighting;
- Marine firefighting;
- Automatic Aid;
- Mutual Aid;
- Wild land fires (grass, brush and forest fires);
- Motor vehicle collisions;
- Auto extrication;
- Transportation incidents involving vehicles, trains, aircraft and watercraft;
- Hazardous materials response (awareness level only);
- Medical Assist;

- First Aid/CPR;
- Carbon Monoxide Alarms;
- Ice & water rescue (Level I shore base, Level II water entry and Level III boat);
- Public assistance;
- Ambulance assistance;
- Police assistance;
- Public Utilities Assistance;
- Community emergency plan participation;
- Urban Search and Rescue (light);

The Fire Service shall not respond to a call with respect to a fire or other emergency outside the approved response areas of the Municipality except when the incident:

- a) in the opinion of the Fire Chief, threatens property in the municipalities or property situated outside the municipality that is owned or occupied by the municipality;
- b) is in a municipality with which an agreement has been entered into to provide fire protection;
- c) is on property with respect to which an agreement has been entered into with any person or corporation to provide fire protection;
- d) at the discretion of the Fire Chief, to a municipality authorized to participate in the District Emergency Fire Service Plan and Program or any other organized plan or program on a reciprocal basis;
- e) is on property beyond the municipal boundaries where the Fire Chief or his/her designate determines that immediate action is necessary to preserve and protect life and/or property and the correct Fire Service is notified and/or assumes command. The Fire Chief shall subsequently inform Council and the Chief Administrative Officer, in writing, of such a response. It is understood that in those instances where our Fire Service has been deployed, they will leave the scene once the appropriate Fire Service arrives and assumes control.

APPENDIX "D"

WEST NIPISSING FIRE & EMERGENCY SERVICE USER FEES & RATES

ITEM		FEE
Insurance Company Adjusters • summary of fire reports		\$50.00
Property File Search		\$50.00
INSPECTIONS:		
(1)	Apartment up to 3 stories and Retrofit 9.5	\$ 100.00
(2)	Houses – Mortgage or Sale or Retrofit 9.8	\$ 75.00
(3)	Mercantile and Industrial • up to 10,000 square feet	\$ 75.00
	• over 10,000 square feet, each additional 1,000 square foot	\$ 15.00
(4)	Stores and Businesses	\$ 75.00
(5)	L.L.B.O. – Occupancy	\$ 50.00
(6)	Private Home Day Care	\$ 50.00
(7)	Woodstove Inspection	\$ 150.00
(8)	Burning Permits	\$ 10.00
(9)	Unauthorized Burning	Current MTO Rate per apparatus, plus personnel costs, plus additional costs to the Municipality of West Nipissing
(10)	Fire & Emergency Response Fees - Indemnification Technology®	Current MTO Rate per apparatus, plus personnel costs, plus additional costs to the Municipality of West Nipissing



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

BY-LAW 2019/___

**BEING A BY-LAW TO PROVIDE FOR PARTICIPATION OF THE WEST
NIPISSING FIRE & EMERGENCY SERVICE IN THE NIPISSING AND
PARRY SOUND DISTRICT MUTUAL AID PLAN**

WHEREAS the *Municipal Act*, R.S.O.1990, as amended and the *Fire Protection and Prevention Act*, Chapter 4, Statutes of Ontario, 1997, authorizes municipalities to provide and/or receive fire protection services to or from other municipalities;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:

1. That the West Nipissing Fire & Emergency Service be authorized to leave the limits of the municipality, at the discretion of the Fire Chief or a fire service designate, to respond to calls for assistance from other fire services authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.
2. In case the provisions of this by-law conflict with the provisions of any other by-law, the provisions of this by-law shall prevail.
3. That any and all by-laws inconsistent with this by-law are hereby repealed.
4. That By-law 1999-66 is hereby repealed.
5. This by-law shall come into force on the day it is passed.

ENACTED AND PASSED THIS 5th DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



BY-LAW 2019/___

**BEING A BY-LAW REQUIRING AN EMERGENCY MANAGEMENT PROGRAM FOR THE
PROTECTION OF PUBLIC SAFETY, HEALTH, THE ENVIRONMENT,
THE CRITICAL INFRASTRUCTURE AND PROPERTY, AND TO PROMOTE ECONOMIC STABILITY
AND AN EMERGENCY-RESILIENT COMMUNITY**

WHEREAS the Province of Ontario has passed an Act which provides for the formulation and implementation of Emergency Plans (short title - *The Emergency Plans Act*, 1983) by the Council of a Community;

AND WHEREAS this Act requires the Emergency Plan program to conform to standards stipulated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an infrastructure and property, and to promote economic stability;

AND WHEREAS this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and is not contrary to law, to implement the Emergency Plan and respond to an emergency;

AND WHEREAS the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an Emergency Plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:

1. That the Emergency Plan be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council, as provided in the plan, be empowered to declare an emergency and implement the Emergency Plan;
3. That certain appointed officials, as provided in the approved community Emergency Plan are empowered to cause an emergency alert to be issued to members of the Municipal Emergency Control Group (MECG) and to respond to an emergency in accordance with the Emergency Plan where an emergency exists but has not yet been declared to exist;
4. That the Emergency Plan committee will cause the Emergency Plan to be reviewed annually and to recommend changes to the plan as considered appropriate and refer recommendations to Council for further review and approval; and
5. That the Emergency Plan attached hereto as **Schedule "A"** of this By-law is hereby adopted.

ENACTMENT:

1. This By-law shall come into effect on the day it is passed.
2. This By-law shall be known as the "West Nipissing Emergency Plan" By-Law.
3. That By-law **2004/77** is hereby repealed.

ENACTED AND PASSED THIS ___ DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

SCHEDULE 'A' TO BY-LAW 2019/

TABLE OF CONTENTS

PART A: INTRODUCTION	4
PART B: AIM AND OBJECTIVE	5
PART C: AUTHORITY	6
DEFINITION OF AN EMERGENCY	6
ACTION PRIOR TO DECLARATION	7
PART D: EMERGENCY NOTIFICATION PROCEDURES	7
REQUESTS FOR ASSISTANCE	7
DECLARED COMMUNITY EMERGENCY	7
PART E: MUNICIPAL EMERGENCY CONTROL GROUP	8
EMERGENCY OPERATIONS CENTRES	8
MUNICIPAL EMERGENCY CONTROL GROUP (MECG)	8
PART F: EMERGENCY RESPONSE SYSTEM	9
INDIVIDUAL RESPONSIBILITIES OF THE MECG	9
<i>SUPPORT GROUPS TO THE MECG</i>	12
OPERATION CYCLE	13
MUNICIPAL EMERGENCY CONTROL GROUP RESPONSIBILITIES:	13
<i>SUPPORT GROUPS TO THE MECG RESPONSIBILITIES</i>	14
PART G: EMERGENCY INFORMATION PLAN	20
PART H: EMERGENCY TELECOMMUNICATIONS PLAN	22
EMERGENCY OPERATIONS ALERTING FLOW CHART	23
PLAN MAINTENANCE AND REVISION	29



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

BY-LAW 2019/___

**BEING A BY-LAW REQUIRING AN EMERGENCY MANAGEMENT PROGRAM FOR THE
PROTECTION OF PUBLIC SAFETY, HEALTH, THE ENVIRONMENT,
THE CRITICAL INFRASTRUCTURE AND PROPERTY, AND TO PROMOTE ECONOMIC STABILITY
AND AN EMERGENCY-RESILIENT COMMUNITY**

WHEREAS the Province of Ontario has passed an Act which provides for the formulation and implementation of Emergency Plans (short title - *The Emergency Plans Act*, 1983) by the Council of a Community;

AND WHEREAS this Act requires the Emergency Plan program to conform to standards stipulated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an infrastructure and property, and to promote economic stability;

AND WHEREAS this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and is not contrary to law, to implement the Emergency Plan and respond to an emergency;

AND WHEREAS the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an Emergency Plan where an emergency exists but has not yet been declared to exist;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
ENACTS AS FOLLOWS:**

1. That the Emergency Plan be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council, as provided in the plan, be empowered to declare an emergency and implement the Emergency Plan;
3. That certain appointed officials, as provided in the approved community Emergency Plan are empowered to cause an emergency alert to be issued to members of the Municipal Emergency Control Group (MECG) and to respond to an emergency in accordance with the Emergency Plan where an emergency exists but has not yet been declared to exist;
4. That the Emergency Plan committee will cause the Emergency Plan to be reviewed annually and to recommend changes to the plan as considered appropriate and refer recommendations to Council for further review and approval; and

5. That the Emergency Plan attached hereto as **Schedule "A"** of this By-law is hereby adopted.

ENACTMENT:

1. This By-law shall come into effect on the day it is passed.
2. This By-law shall be known as the "West Nipissing Emergency Plan" By-Law.
3. That By-law **2004/77** is hereby repealed.

ENACTED AND PASSED THIS DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

WEST NIPISSING EMERGENCY PLAN

PART A: INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accidents or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property as well as the environment and economic health of the Municipality of West Nipissing.

The Municipality of West Nipissing Emergency Management Committee has developed this Emergency Plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency.

In order to protect residents, businesses and visitors, the Municipality of West Nipissing requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group (MECG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the West Nipissing Emergency Plan may be viewed at the Town Hall. For more information, please contact:

Community Emergency Management Coordinator
Richard Maranda, Fire Chief / CEMC
225 Holditch Street, Sturgeon Falls
Tel: 705-753-1171

The Municipality of West Nipissing is comprised of 769.75 square miles or 1,993.63 in square kilometers with the population of approximately 14,364.

On any given school day, there are approximately 2,154 students in schools. We have two (2) secondary schools, seven (7) primary schools, two (2) day cares and one (1) college campus.

We have ten (10) senior's apartments situated in the West Nipissing Area totaling 475 people. There is one (1) nursing home with the occupancy facilities for 160 persons. The municipality has one (1) hospital and one (1) Medical Clinic both situated in Sturgeon Falls. The hospital has 56 beds with 238 staff.

We have one major highway, number 17 that travels approximately 50 kms through the municipality providing a connecting link between North Bay and Sudbury. Highway 64 is a secondary highway of approximately 70 kms; Highway 575 is another that is approximately 19 kms and also a portion of Hwy 539 of approx. 26 kms.

The traffic consists of passenger vehicles, transport trucks and vans. Many of these transports haul dangerous goods; therefore, the **Emergency Plan** must cover this risk.

The **Ottawa Valley Railway** track runs along Hwy 17 for the most part and is approximately 40 kms. The track travels the urban areas of Sturgeon Falls, Cache Bay, Verner and the rural area of Springer Twp., Caldwell and Kirkpatrick Twp. Large containers of dangerous good are transported by these trains.

The entire Municipality is surrounded by forest. Small communities such as North Monetville, Lavigne, Kipling, River Valley, Field and Crystal Falls are at a greater risk of a forest Fire.

Flooding is another risk factor that has to be considered. All lakes and rivers discharge their water into Lake Nipissing. Any flooding of Lake Nipissing could have a disastrous effect on our municipality.

A Natural Gas 12 inches Pipeline lays Northeast through Hugel Township and crosses Hwy 539 twice before entering Crerar Township. It also crosses Hwy 539 twice before River Valley. Then it continues into Gibbons Township. A 10-inch gas line lays east west south of Hwy 17 throughout the municipality crossing Hwy 64 South of Verner.

On the industrial **side**, the Co-Op in Verner is the only Fuel Bulk Plant operator in West Nipissing. The bulk plant is situated on Gingras Avenue, south of Hwy 17 and east of Verner. We also have a fertilizer warehouse situated on Gingras Avenue.

The problems of evacuation have been carefully considered in the development of the Emergency Plan. Any of our highways, the railroad tracks or the canal systems could be blocked by an emergency and thereby necessitating the establishment of alternative routes of evacuation. Therefore, any of the primary or secondary evacuation routes plus the primary or secondary reception centers will have to be based upon the location of the incident, environmental conditions, types of hazards, time of year, time of day, etc...

PART B: AIM AND OBJECTIVE

To ensure the effective deployment of all resources required to minimize the loss of life and property arising from an emergency and to permit the earliest possible return to normality and more specifically to provide for:

1. the earliest possible response to an emergency by all protective and other required public services;
2. the establishment of a **Municipal Emergency Control Group** and an Operational Control Facility;
3. the identification, containment and elimination of sources of potential danger in the affected area;

4. the establishment of perimeter control including the rescue of trapped persons and the evacuation of buildings and areas.
5. the provision of factual and interpretive information to:
 - (a) officials involved in emergency operations;
 - (b) the news media and the general public;
 - (c) affected and/or concerned individuals
6. The coordination or provision of essential social services to persons affected by the emergency.

PART C: AUTHORITY

The *Emergency Management and Civil Protection Act*, R.S.O. 1990 is the legal authority for this Emergency Plan in Ontario.

The *EMCPA* states that the:

“Every municipality shall formulate an Emergency Plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall adopt the Emergency Plan.”

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

As enabled by the *Emergency Management and Civil Protection Act*, this emergency plan and its' elements have been:

- Issued under the authority of the *Municipality of West Nipissing By-Law No. 2019/ .*
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

DEFINITION OF AN EMERGENCY

The *Emergency Management and Civil Protection Act* defines an emergency as:

“An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

ACTION PRIOR TO DECLARATION

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this Emergency Plan as may be required to protect property and the health, safety and welfare of the Municipality of West Nipissing.

PART D: EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the West Nipissing Police Service, to request that the notification system be activated.

Upon receipt of the warning, the Police Service will notify all members of the Municipal Emergency Control Group (MECG).

Upon being notified, it is the responsibility of all MECG officials to notify their staff and volunteer organizations.

Where a threat of an impending emergency exists, the MECG will be notified and placed on standby.

REQUESTS FOR ASSISTANCE

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

The Emergency notification contact list includes contact numbers for requesting assistance. See Appendix 'A'

DECLARED COMMUNITY EMERGENCY

The Mayor or Acting Mayor of the Municipality of West Nipissing, as the Head of council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG. See Appendix 'R'

Upon such a declaration, the Mayor will notify:

- Ontario Fire Marshal Emergency Management Ontario (through PEOC at 1-800-461-2281)
- The Municipal Council
- The Public
- Neighboring community officials, as required
- Local Member of the Provincial Parliament (MPP)

- Local Member of Parliament (MP)

A community emergency may be declared terminated at any time by:

- The Mayor or Acting Mayor
- The Municipal Council
- The Premier of Ontario

Upon termination of a community emergency, the Mayor will notify:

- Ontario Fire Marshal Emergency Management Ontario (through PEOC at 1-800-461-2281)
- The Municipal Council
- The Public
- Neighboring community officials, as required.
- Local member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

PART E: MUNICIPAL EMERGENCY CONTROL GROUP

EMERGENCY OPERATIONS CENTRES

The Municipal Council Chamber located on the main level of the municipal building at 225 Holditch Street in Sturgeon Falls will serve as the Emergency Operation Centre. The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to the community. The administration building is equipped with auxiliary power supply. A generator station located on Queen Street is capable of supplying energy to the building.

Note: The back-up Emergency Operations Centre will be located at :

- #1 - Municipal Building in Verner,
- #2 - Fire Hall in Field, and
- #3 – Community Centre in Cache Bay.

MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

The emergency response will be directed and controlled by the **Municipal Emergency Control Group (MECG)** - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

This group is known as the **MECG**, which consists of the following officials:

- Mayor of the Municipality of West Nipissing
- Chief Administrative Officer
- Police Chief,
- Fire Chief
- Community Emergency Management Coordinator

- Public Information Coordinator
- Corporate Services
- Community Services Director

PART F: EMERGENCY RESPONSE SYSTEM

INDIVIDUAL RESPONSIBILITIES OF THE MECG

The **MAYOR** or **DEPUTY MAYOR** is responsible for:

- Declaring an emergency to exist within the designated area of West Nipissing;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Solicitor General of Ontario of the declaration of the emergency, and termination of the emergency;
- Ensuring that members of council are advised of the declaration and the termination of an emergency, and are kept informed of the emergency.

The **CHIEF ADMINISTRATIVE OFFICER** for the Municipality of West Nipissing is responsible for:

- Chairing meetings of the **Municipal Emergency Control Group**;
- Activating the emergency notification system through the **West Nipissing Police Service**;
- Ensuring liaison with the Police Chief regarding security arrangements for the EOC;
- As the **Operations Officer**, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Coordinator, in consultation with the **Municipal Emergency Control Group (MECG)**;
- Ensuring that a communication link is established between the **Municipal Emergency Control Group (MECG)** and the ESM (Emergency Site Manager);
- Calling out additional town staff to provide assistance, as required;

The **POLICE SERVICE** is responsible for:

- Activating the emergency notification system and ensuring that all members of the **Municipal Emergency Control Group (MECG)** are notified;
- Notification of necessary emergency and community services as required;
- The establishment of a site command post with communications to the EOC (Emergency Operations Centre);
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Depending on the nature of the emergency, assign a Site Manager and inform the

(MECG;

- The establishment of an inner perimeter within the emergency area;
- The establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel;
- The provision of traffic control to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and co-ordinating evacuation procedures;
- The designation and opening of evacuee centers, as required;
- Liaison with the **Community Services Officer** and operation of evacuation and reception centers;
- The protection of life and property and the provision of law and order;
- The provision of police service in evacuee centers, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager if required.

The **FIRE CHIEF** is responsible for:

- Activating the emergency notification system through the **West Nipissing Police Service**;
- Providing the **Municipal Emergency Control Group (MECG)** with information and advice on firefighting and rescue matters;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighting personnel and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing, etc.
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation, etc.
- Providing an Emergency Site Manager if required.

The **COMMUNITY EMERGENCY MANAGEMENT COORDINATOR** is responsible for:

- Coordinating all emergency relief measures and activities with the **Municipal Emergency Control Group (MECG)** including meetings;
- Opening a master event record and ensure that it is maintained for the duration of the event;
- Providing lists of human and material resources required for the emergency response;
- Mobilizing and deploying emergency support services;
- Laying out and implementing staffing schedules for the Emergency Site Manager;
- Consulting with the Chief Administrative Officer (CAO) on additional municipal staff requirements;

- Liaising with provincial authorities;
- Maintaining a log of all actions taken.

The **PUBLIC INFORMATION COORDINATOR** reports to the Chief Administrative Officer and is responsible for:

- Upon arrival at the Emergency Operation Centre (EOC), you report to the Chief Administrative Officer to be briefed on the emergency.
- Establishing a communication link with the Site Media Spokesperson, the Citizen Inquire Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc...) involved in the incident, and will ensure that all information released to the media and public is consistent and accurate.
- Ensuring that the media centre is set up and staffed
- Liaison with the **Municipal Emergency Control Group (MECG)** to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences.
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media
 - **Municipal Emergency Control Group (MECG)**
 - Switchboard (Municipal and Emergency Services)
 - Site Media Spokesperson
 - Police Public Relations Officer
 - Neighboring Communities
 - Citizen Inquiry Supervisor
 - Any other appropriate persons, agencies or businesses
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public.
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the Public Information Centre, the **Municipal Emergency Control Group (MECG)**, Citizen Inquiry Supervisor and other key persons handling inquiries from the media.
- Monitoring news coverage, and correcting any erroneous information.
- Maintaining copies of media releases and newspaper articles pertaining to the emergency

The **CORPORATE SERVICES DIRECTOR** is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- Ensuring that records of expense are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.

The **COMMUNITY SERVICES DIRECTOR** is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed;
- Liaison with the Police Chief with respect to the predestination of evacuee centers which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers;
- Ensuring that a representative of the schools boards is/are notified when a facility(ies) is /are required as evacuee reception centre(s), and that staff and volunteers utilizing the school facility(ies) take direction from the Board representative(s) with respect to its/their maintenance, use and operation;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site
- Liaison with Au Chateau Home for the Aged as required.

SUPPORT GROUPS TO THE MECG

Support groups that may be called or added to the MECG depending on the type of Emergency may include:

- Senior Public Works Officer
- Senior Water & Wastewater Officer
- West Nipissing Power Generation Manager
- Solid Waste Manager
- Emergency Site Manager
- West Nipissing General Hospital representative
- Au Chateau Home for the Aged representative
- Greater Sudbury Utilities representative
- Emergency Management Ontario Representative Medical Officer of Health
- DNSSAB – West Nipissing Ambulance (EMS) representative
- Ontario Provincial Police representative
- North Bay Conservation Authority representative
- Liaison staff from provincial ministries
- Any other officials, experts or representatives from the public or sector as deemed necessary by the MECG

The **Municipal Emergency Control Group (MECG)** may function with only a limited number of persons depending upon the emergency. While the **MECG** may not require the presence of all the people listed as members of the control group, all members of the **MECG** must be notified. (See Appendix 'B')

OPERATION CYCLE

Members of the **MECG** will gather at regular intervals to inform each other of actions taken and problems encountered.

Frequency of meetings and agenda items will be established by the Community Emergency Management Coordinator. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

MUNICIPAL EMERGENCY CONTROL GROUP RESPONSIBILITIES:

The members of the **Municipal Emergency Control Group (MECG)** are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the **MECG** are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Municipality as an emergency area;
- Ensuring that an Emergency Site Manager is appointed;
- Ordering, coordinating and/or overseeing the evacuation of residents considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing downtown stores;
- Arranging for services and equipment from local agencies not under community control i.e private contractors, volunteer agencies, and service clubs.
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transportation is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory group(s) and/or sub committees;
- Authorizing expenditure of money required to deal with the emergency;
- Notifying the service, agency, or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the

- termination of the emergency as required;
- Participating in the debriefing following the emergency;

SUPPORT GROUPS TO THE MECG RESPONSIBILITIES

The **SENIOR PUBLIC WORKS OFFICER** is responsible for:

- Activating the emergency notification system through the **West Nipissing** Police Force;
- Providing the **Municipal Emergency Control Group (MECG)** with information and advice on engineering matters relating to roads and drainage;
- Liaison with the senior public works personnel from neighbouring community(ies) to ensure a coordinated response;
- The provision of engineering assistance as appropriate;
- The construction, maintenance and repair of municipal roads;
- The provision of equipment for emergency pumping operations;
- Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate;
- Disconnecting any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action;
- Providing an Emergency Site Manager if required
- Collaborating with the Senior Water and Wastewater Officer to coordinate efforts and share resources

The **SENIOR WATER AND WASTEWATER OFFICER** is responsible for:

- Activating the emergency notification system through the **West Nipissing** Police Service;
- Providing the **Municipal Emergency Control Group (MECG)** with information and advice on engineering matters relating to sewer and water and environmental concerns;
- Liaison with the water and wastewater departments from the neighboring community(ies) to ensure a coordinated response;
- The provision of engineering assistance as appropriate;
- The maintenance of sanitary sewage and water systems, in collaboration with the Public Works Department;
- The provision of equipment for emergency pumping operations;
- Liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- The provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any utility services to any consumer, as required, and restoring these services when appropriate;
- Disconnecting any service representing a hazard and/or to arrange for the provision of

- alternate services or functions;
- Providing water and wastewater vehicles and equipment as required by any other emergency services;
- Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action;
- Providing an Emergency Site Manager if required;
- Collaborating with the Senior Public Works Officer to coordinate efforts and share resources as needed

The **WEST NIPISSING POWER GENERATION REPRESENTATIVE** is responsible for:

- Activating the emergency notification system through the West Nipissing Police Service;
- Providing the Municipal Emergency Control Group (MECG) with information and advice regarding the Power Plant
- Notification to upstream dam owners to stop outlet ling flow towards WNPG to alleviate flood conditions
- Maintaining access to WNPG site
- Identify emergency situations and take appropriate action
- Coordinate, implement and maintain the EPP for the site
- To organize personnel to take preventive actions in emergency situations
- To monitor water elevations upstream and downstream of Plant
- To perform inspection on the spill dam structure for any signs of leakage or movement
- To provide Plant vehicles and equipment as required by other emergency services
- Collaborate with other emergency services to coordinate efforts and share resources as needed.
- Providing an Emergency Site Manager if required.

The **SOLID WASTE MANAGER** is responsible for:

- Providing the MECG with information on Landfill site operations throughout the Municipality
- Communicating necessary emergency information to employees
- Providing manpower or available machinery assistance to areas in need

NOTE: THE EMERGENCY SITE MANAGER IS APPOINTED FROM ONE OF THE LEAD AGENCIES RESPONDING TO THE EMERGENCY. USUALLY A SENIOR POLICE OR FIRE OFFICER BUT OTHER OFFICIALS MAY BE NAMED DEPENDING ON THE EMERGENCY.

The **EMERGENCY SITE MANAGER** is responsible for:

- Directing the activities of all agencies at the site;
- Isolating the emergency site;
- Establishing an inner and outer perimeter;
- Limiting inner perimeter to the emergency response teams;
- Limiting inner perimeter to those directly involved in dealing with the emergency;

- Establishing routes in and out of the site.
- Establishing staging areas, rest and feeding area's etc... in outer perimeter;
- Ensuring a thorough search for casualties is carried out;
- An assessment of the damage and for secondary effects of the emergency such as hazardous spills;
- Establishing and maintaining communication with EPC;
- Establishing briefing cycles with agencies at the site;
- Administration and logistics for the site.

The **WEST NIPISSING GENERAL HOSPITAL** is responsible for:

- Implementing the hospital Emergency Plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

The **AU CHATEAU HOME FOR THE AGED** is responsible for:

- Implementing the Au Chateau Emergency Plan;

The **GREATER SUDBURY UTILITIES REPRESENTATIVE** will be responsible for:

- Advise the **Municipal Emergency Control Group (MECG)** of hydro matters;
- Assess extent of power interruption and impact on electrical system operation;
- Coordinate and prioritize the restoration of electrical service as per the Zone Emergency Plan and advise/update the Community Control Group accordingly disconnect service to any consumer where it is in the interest of public safety;
- Assist the arrangements for alternate sources of power where necessary and practicable (generators);
- Coordinate the restoration of hydro services;
- Act as liaison with other Ontario Hydro groups including the Provincial Lines Division and the Generation Division;
- Collect and provide information on Hydro operations including dams and snow courses;
- Maintain an up-to-date inventory of equipment and supplies that may be required in an emergency.

SUPPORT STAFF FOR MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

This following staff may be required to provide support, logistics and advice to the Community Control Group: **(See Appendix C for individual listing and alternates)**

- Deputy/Assistant Administration Officer
- Property Manager
- Legal Services Officer

- **Corporate Service**
- Purchasing Officer
- Human Resources Officer
- Public Transportation Manager
- Telecommunications Coordinator (Fire Service)

INDIVIDUAL RESPONSIBILITIES OF SUPPORT STAFF FOR MECCG

The **DEPUTY / ASSISTANT ADMINISTRATIVE OFFICER** is responsible for:

- Assisting the Senior Administrative Officer as required;
- Ensuring all-important decisions made and actions taken by the **MECCG** are recorded;
- Upon direction from Senior Administrative Officer, notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of **MECCG** telephone numbers;
- Assuming the responsibilities of the Citizen Inquiry Supervisor
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration of the emergency;
- Upon direction by the Mayor, arranging a special meeting(s) of council, as required and advising members of council of the time, date and location of the meeting;
- Procuring staff to assist as required.

The **PROPERTY MANAGER** is responsible for:

- Opening and maintaining the community offices;
- Providing security for the community offices, as required;
- Providing identification cards to **MECCG** members and support staff;
- Coordinating the maintenance and operation of feeding, sleeping and meeting area at the **MECCG**, as required;
- Procuring staff to assist, as required.

The **LEGAL SERVICE OFFICER** is responsible for:

- The provision of advice to any member of the **Municipal Emergency Control Group (MECCG)** on matters of a legal nature as they may apply to the actions of the Municipality of West Nipissing in its response to the emergency, as requested.

The **CORPORATE SERVICE** is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighboring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.

The **PURCHASING OFFICER** is responsible for:

- The provision and securing of equipment and supplies not owned by the Municipality of West Nipissing;
- Liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) whom may be required to provide supplies and equipment.

The **HUMAN RESOURCES OFFICER** is responsible for:

- Coordinating and processing requests for human resources;
- Under the direction of the **MECG**, coordinating offers of, and appeals for, volunteers;
- Selecting records of human resources and administrative detail, that may involve financial liability, are completed;
- When volunteers are involved, ensuring that a Volunteer Registration Form is completed, and a copy of the form is retained for municipal records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.

The **PUBLIC TRANSPORTATION MANAGER** will be responsible for:

- Coordinating the acquisition, distribution and scheduling of various modes of transportation (e.g. public transit, school buses, train, boats and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the **MECG** and the support staff;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operators involved.

The **TELECOMMUNICATIONS COORDINATOR** will be responsible for:

- Activating the emergency notification system of the local amateur radio operators group;

- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency telecommunications centre is properly equipped and staffed, and working to correct any problems, which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency

OTHER AGENCIES

If required, based on the type and complexity of the emergency a support group may be formed of municipal, public and private agencies having specialized knowledge and advice to give. This group, drawn from organization listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively.

Certain members of the support group may be called upon to form a part of the municipal group based on the declared emergency.

- Ministry of Environment
- School Boards
- Ministry of Natural Resources
- Community Living West Nipissing
- Alliance Centre
- Human Resource Development Canada
- First Response
- Family Resource Centre
- Nipissing First Nation
- Dokis Reserve
- Nipissing District Housing Corp
- Nipissing District Social Service Board & Ontario Works

PUBLIC/SEPARATE SCHOOL BOARDS

The Public Board of Education and Separate School Board are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to coordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centers;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure);

RELATIONSHIP BETWEEN MUNICIPAL EMERGENCY CONTROL GROUP (EMCG) AND EMERGENCY SITE MANAGER (ESM)

Depending on the nature of the emergency, and once the ESM has been assigned, the **MECG** relationship with the ESM is to offer support with equipment, staff and other resources, as required.

The **MECG** will also ensure that the rest of the community maintains municipal services.

RELATIONSHIP BETWEEN ESM AND COMMAND AND CONTROL STRUCTURES OF EMERGENCY RESPONDERS

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, to establish the manner and process by which response to the emergency will be provided.

PART G: EMERGENCY INFORMATION PLAN

Upon implementation of the Emergency Plan, it will be very important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- (a) An Emergency Information Officer
- (b) a Community Spokesperson, and
- (c) a Citizen Inquiry Supervisor. (See Appendix 'D')

The media information centre will be located in the Municipality of West Nipissing Offices, on Holditch Street, Sturgeon Falls. The secondary location will be the Cache Bay Community Centre.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This area, if established, will be staffed by a site media spokesperson appointed by the Emergency Site Manager.

The Citizen Inquiry Section is located in the Municipality of West Nipissing, Municipal Offices, on Holditch Street Sturgeon Falls, under the supervision of the Chief Administrative Officer.

The **EMERGENCY INFORMATION OFFICER** reports to the Chief Administrative Officer and is responsible for:

- Upon arrival at the Emergency Operation Centre (EOC), you must report to the Chief Administrative Officer to be briefed on the emergency situation.
- Establishing a communication link with the site media spokesperson, the Citizen Inquire Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, and will ensure that all information released to the media and public is consistent and accurate.
- Ensuring that the media centre is set up and staffed.
- Liaison with the **Municipal Emergency Control Group (MECG)** to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences.
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media
 - Community Control Group
 - Switchboard (Municipal and Emergency Services)
 - Site Media Spokesperson
 - Police Public Relations Officer
 - Neighboring Communities
 - Citizen Inquiry Supervisor
 - Any other appropriate persons, agencies or businesses
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public.
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the Public Information Centre, the **Municipal Emergency Control Group (MECG)**, Citizen Inquiry Supervisor and other key persons handling inquiries from the media.
- Monitoring news coverage, and correcting any erroneous information.
- Maintaining copies of media releases and newspaper articles pertaining to the emergency

The **COMMUNITY SPOKESPERSON** will be appointed by the **Municipal Emergency Control Group (MECG)** and is responsible for:

- Giving interviews on behalf **Municipality of West Nipissing**;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the **MECG** and about the emergency as a whole, to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

The **CITIZEN INQUIRY SUPERVISOR** will be appointed by the Community Control Group and is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Informing the affected emergency services, the **MECG** switchboards of the establishment of the Citizen Inquiry Services and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centers);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone numbers;
- Procuring staff to assist, as required.

PART H: EMERGENCY TELECOMMUNICATIONS PLAN

Upon implementation of the Emergency Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. In addition, communications may be required at various locations including evacuation centers, hospitals, and other key responding agencies.

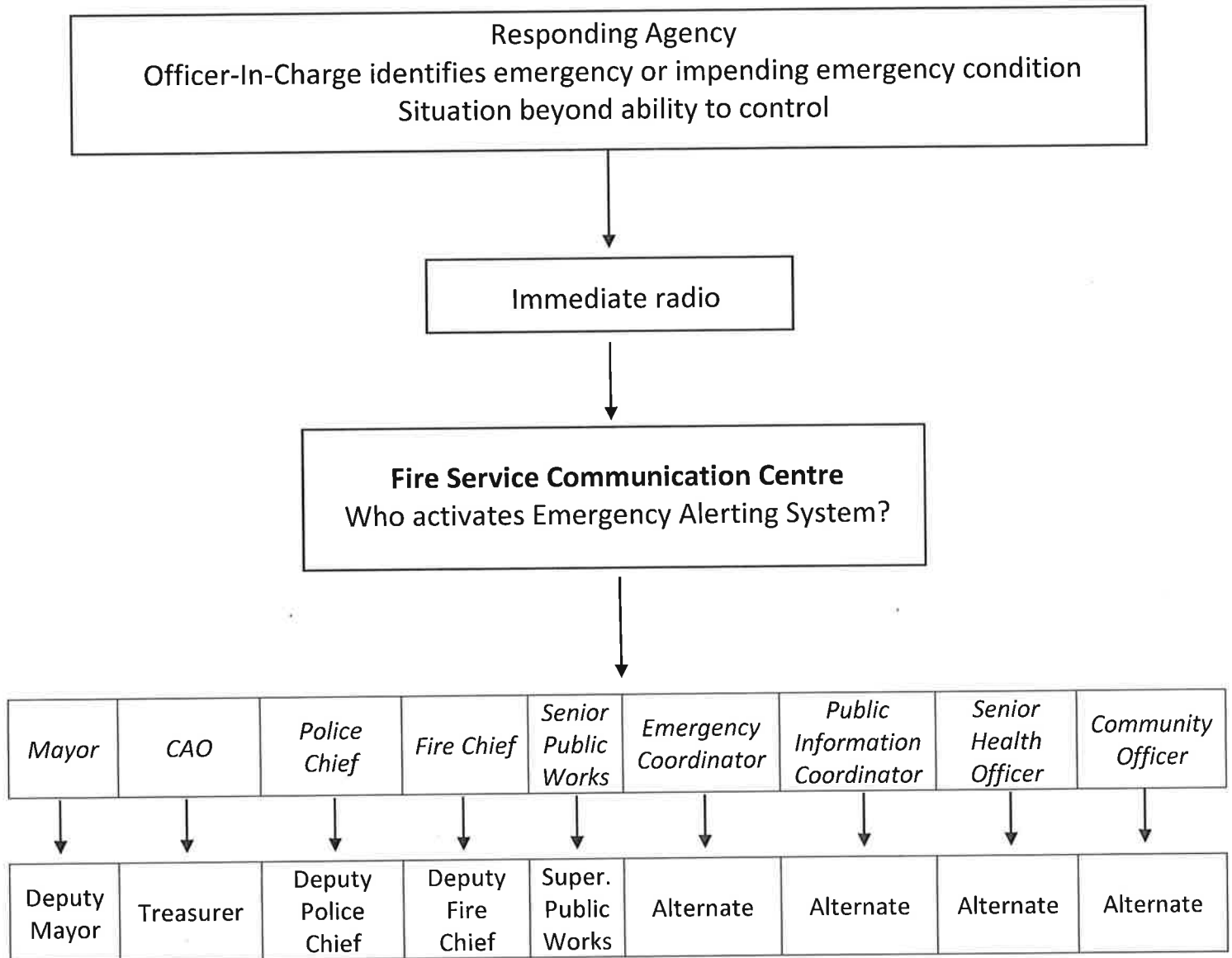
The Emergency Telecommunications Coordinator for the Municipality of West Nipissing is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office will be equipped with portable hand radios, battery backup, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshal.

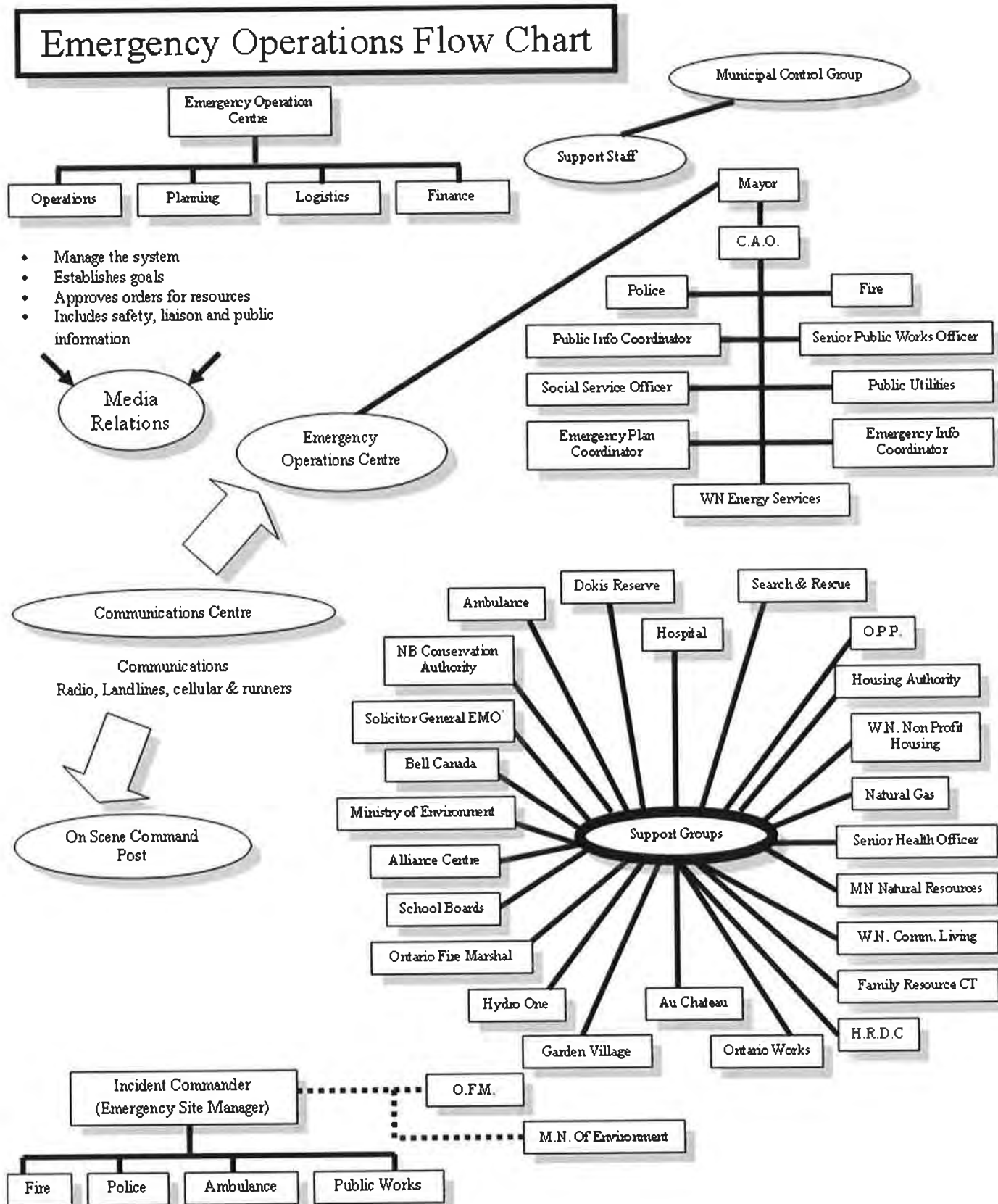
Communications between the EOC and the responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Municipality of West Nipissing lose all telephone communications, pre-arranged communications could be obtained from the local taxi company and the school bus radios, which will act as relay to the EOC and the emergency site.

EMERGENCY OPERATIONS ALERTING FLOW CHART



NOTE: Balance of Council and staff from all departments will be contacted by their respective departments as required.



REQUEST FOR FEDERAL/PROVINCIAL ASSISTANCE

1. If locally available resources, including those which may be available from bordering municipalities and/or county sources, are insufficient to meet emergency requirements, then assistance may be requested from the Province. Such requests should normally be directed through area/region/district offices of the Provincial Ministry/Agency who normally provide services in the local area.

*Ministry/Agency offices have responsibility for informing their headquarters and for arranging types of levels of assistance beyond local capabilities.

2. Alternatively, and especially in the case of severe or wide-spread emergencies, municipalities may wish to alert the Provincial Government and obtain assistance by telephoning the local OPP Detachment or by calling directly to the Duty Officer at appropriate ministries and, depending upon the nature of the emergency, a lead ministry may be appointed to coordinate the provision of assistance by all Provincial government ministries.
3. The same procedure should be followed if assistance is required from the Federal Government, including assistance from Canadian armed forces.
4. EMERGENCY MEASURES ONTARIO, under the direction of the Solicitor General, is responsible for monitoring, coordinating and assisting in the formulation and implementation of Emergency Plans designed by provincial governments and for ensuring that such plans are coordinated insofar as possible with Emergency Plans of municipalities and the Government of Canada. He/she can be contacted directly by telephone 1-416-326-5000. For routine enquiries or in an EMERGENCY, THROUGH THE DUTY OFFICER AT THE GENERAL HEADQUARTERS (OPP) Orillia (705) 329-6111)

QUICK GUIDE TO EMERGENCIES (See Appendix 'A' for telephone numbers)

EMERGENCY	CONTACT
involving death or injury	police, fire and ambulance service, coroner
involving fire	fire service, police, ambulance
involving floods	Ministry of Natural Resources, Municipal Engineer
requiring the evacuation of people	Police, O.P.P. , ambulance
involving goods regulated under the <i>Transportation of Dangerous Goods Act</i>	Police, fire service, ambulance, CANUTEC
involving a discharge or large amounts of contaminants to the atmosphere	Fire, local Health Unit, MOL, MOEE,
involving a discharge of pollutants from ships	Canadian Coast Guard
involving pesticides	MOEE District Office, Spills Action Centre
involving spills of contaminants to the environment	Fire Service , Spills Action Centre
involving rail accidents	Police and Fire service, Rail Link
involving civilian aircraft crash	Toronto Area Control Centre, police, fire service, ambulance, hospital, health unit and coroner
involving chemical transport accidents	Fire & Police Service, CANUTEC, Spills Action Centre
involving military aircraft crash	Rescue Coordination Centre, CFB Trenton
disposal of explosives	Police

SCHOOL BOARDS, SCHOOLS & DAYCARES (See Appendix 'D' for listing and Appendix 'J' for capacity and amenities)

The Municipality of West Nipissing is represented by four (4) different school boards. We have one (1) college, two (2) secondary schools, and seven (7) primary schools and two (2) day cares. All schools are equipped with kitchen, and washroom facilities. Most the gymnasiums can be used for a receiving area in case of an emergency.

SENIOR & NURSING HOMES (see Appendix 'D' for listing)

The Municipality of West Nipissing has one (1) old age care center with ten (10) senior apartments.

SENIOR CLUBS & CHURCHES (see Appendix 'D' for listing)

The Municipality has many senior clubs within the West Nipissing. Some of the clubs can provide lodging in case of an emergency and most of them have kitchen facilities.

CHURCHES (see Appendix 'D' for listing)

The Municipality has many churches in various towns/townships that can also provide lodging in case of an emergency.

ACCOMMODATION (see Appendix 'D')

The Municipality of West Nipissing offers many accommodations within the area that can offer lodging services in case of an emergency.

TRANSPORTATION (see Appendix 'D')

The Municipality of West Nipissing has one (1) major bus line to service the schools in West Nipissing, one (1) taxi service and one (1) car rentals that can be utilized for transportation in case of an emergency.

FIRE HALLS (see Appendix 'D')

The Municipality owns nine (9) fire stations within West Nipissing. The main fire station is located in Sturgeon Falls. The Municipality has a fire chief, six (6) full time, a part-time firefighter and ninety-five (95) volunteer firefighters. The Fire Service can provide different services and equipment in case of an emergency.

MASS EVACUATION

Should mass evacuation be required within the Municipality of West Nipissing, it would be organized under the authority of the West Nipissing Police Service.

WEST

Municipality of French River P.O. Box 156 17 Dollard Street Noelville, ON POM 2NO Tel: (705) 898-2294	Municipality of St.Charles P.O. Box 70 King Street, Hwy 535 St.Charles, ON POM 2WO Tel: (705) 867-2032	Municipality of Markstay-Warren P.O. Box 79, 21 Main Street South Markstay, ON POM 2GO Tel: (705) 853-4536
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EAST

City of North Bay 200 McIntyre Street East North Bay, ON P1B 8H8 Tel: (705) 474-0400		
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DISTRIBUTION LIST

Name/Appointment	Number of Copies
Mayor and Council	9
Chief Administrative Officer	1
Engineer	1
Police Service	2
Fire Service	2
Planning, Building & Development	2
Hospital	1
Ambulance	1
Spares	10

RECOVERY AND RESTORATION

The recovery phase will begin after the emergency is stabilized. It may take many years for the community to fully recover from the emergency.

- Evacuees will be allowed to return to their homes as soon as possible once it has been determined that it is safe to do so.
- Damage estimation and compensation will be done co-operatively with the province, according to guide provincial 1 lines.
- The Director of Corporate Services/Treasurer will prepare a submission detailing all extraordinary expenses incurred by the Municipality in responding to the emergency.
- If any Municipal employees have been injured while responding to the Emergency, their injuries will be documented and the Workplace Safety and Insurance Board informed.
- Emergency Responders and other participants may require Critical Incident Stress Debriefing, grief counseling, etc...

As soon as practical, a debriefing will be held to critique the actions carried out, the suitability of the Plan and any suggestions for reducing the communities' vulnerability to another emergency.

PLAN MAINTENANCE AND REVISION

ANNUAL REVIEW

- This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the **MECG**.
- Each time this plan is revised, it must be forwarded to the Council for approval.
- However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to council each time.
- It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Chief Administrative Officer forthwith, of any revisions to the annexes, or administrative changes.

➔ Plan reviewed on : _____ (date & year)

TESTING OF PLAN

An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the **MECG**. Revisions to this plan should incorporate recommendations stemming from such exercises.

➔ Plan reviewed on : _____ (date & year)

INTERNAL PROCEDURES

Each service involved with this Emergency Plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

MEMORANDUM

TO: MAYOR and COUNCIL

FROM: Clerk's Department

DATE: March 5, 2019

D-7(b)

SUBJECT: Community Safety and Well Being Plan

Please find attached correspondence from the Honourable Sylvia Jones, Minister of Community Safety and Correctional Services concerning the proposed implementation of a Community Safety and Well Being Plan, which all municipalities in Ontario are required to adopt prior to January 1, 2021.

Also attached is correspondence from the West Nipissing Police Service Board.

The Plan framework document is attached as a separate document and can also be accessed on the website.

from the desk of :
Jean-Pierre (Jay) Barbeau
C.A.O.

Joie de vivre



www.westnipissingouest.ca

Melanie Ducharme

From: MCSCS Feedback <MCSCS.Feedback@ontario.ca>
Sent: February 25, 2019 1:30 PM
To: MCSCS Feedback
Subject: Letter from the Honourable Sylvia Jones, Minister of Community Safety and Correctional Services/Lettre de l'honorable Sylvia Jones, Ministre de la Sécurité communautaire et des Services correctionnels

Attachments: Annexe A - Planification de la sécurité - Foire aux questions - Français.pdf; Annexe B - Un engagement commun pour l'Ontario (livret 3, version 2)_FR.pdf; Appendix A - CSWB Planning - Frequently Asked Questions - English.pdf; Appendix B - A Shared Commitment in Ontario (Booklet 3, Version 2)_ENG.pdf

Ministry of Community Safety
and Correctional Services

Office of the Minister

25 Grosvenor Street
18th Floor
Toronto ON M7A 1Y6

Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Ministère de la Sécurité communautaire
et des Services correctionnels

Bureau du ministre

25, rue Grosvenor
18^e étage
Toronto ON M7A 1Y6

Tél : 416 325-0408
MCSCS.Feedback@Ontario.ca



MC-2019-252
By e-mail

Dear Clerk:

I am pleased to share with you the attached resources that have been developed to support municipalities as they begin undertaking the community safety and well-being planning process. I encourage you to share these resources with your members and their partners, as they begin to develop and implement their local community safety and well-being plans.

As you know, on January 1, 2019, new legislative amendments to the *Police Services Act, 1990* came into force which mandate every municipality to prepare and adopt a community safety and well-being plan. As part of these legislative changes, municipalities are required to work in partnership with police services and other various sectors, including health/mental health, education, community/social services and children/youth services as they undertake the planning process. Municipalities have two years from the in-force date to prepare and adopt their first community safety and well-being plan (i.e. by January 1, 2021). Municipalities also have the flexibility to develop joint plans with neighbouring municipalities and/or First Nations communities, which may be of value to create the most effective community safety and well-being plan that meets the unique needs of the area.

These amendments support Ontario's modernized approach to community safety and well-being which involves taking an integrated approach to service delivery by working collaboratively across sectors to proactively address crime and complex social issues on a sustainable basis. Through this approach, municipalities will have a leadership role in identifying local priority risks in the community and implementing evidence-based programs and strategies to address these risks before they escalate to a situation of crisis.

It is important to note that the provisions related to mandating community safety and well-being planning will continue in the Comprehensive Ontario Police Services Act, 2019, which was introduced on February 19, 2019. If passed, this bill would repeal and replace the Police Services Act, 2018 and the Ontario Special Investigations Unit Act, 2018. The bill would also repeal the Policing Oversight Act, 2018 and the Ontario

Policing Discipline Tribunal Act, 2018. A new provision is also included under the bill which, once in force, will require the participation of the local police service in the development of the plan.

My ministry is committed to supporting municipalities, and their partners, in meeting these new legislative requirements. As a first step, the ministry is offering community safety and well-being planning webinars over the next few months to assist municipalities as they begin the process. The webinars will provide an overview of the new community safety and well-being planning requirements, as well as guidance on how to develop and implement effective plans. The webinars will be offered on the following dates/times, and there will be both English and French-only sessions available:

March 7, 2019
1:00 p.m. to 3:00 p.m.

April 25, 2019
10:00 a.m. to 12:00 p.m.

May 9, 2019
1:00 p.m. to 3:00 p.m.

March 19, 2019 (French only)
1:00 p.m. to 3:00 p.m.

April 11, 2019
1:00 p.m. to 3:00 p.m.

May 15, 2019 (French only)
1:00 p.m. to 3:00 p.m.

March 21, 2019
10:00 a.m. to 12:00 p.m.

May 23, 2019
10:00 a.m. to 12:00 p.m.

Please note, the content of the webinars will be the same for each session. To register for a webinar, please send your request to SafetyPlanning@ontario.ca with the date/time that you would like to register for.

In addition, the ministry has also developed a Frequently Asked Questions document to provide more information and clarification related to community safety and well-being planning (see Appendix A).

Municipalities are encouraged to continue to use the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet to support in the planning process (see Appendix B). This booklet has recently been updated to include reference to the new legislative requirements, an additional critical success factor that highlights the importance of cultural responsiveness in the planning process, and a new resource to assist municipalities with engaging local Indigenous partners. The updated version is also available on the ministry's [website](#).

We greatly appreciate your continued support as we move forward on this modernized approach to community safety and well-being together. If communities have any questions, please feel free to direct them to my ministry staff, Tiana Biordi, Community Safety Analyst, at Tiana.Biordi@ontario.ca or Jwan Aziz, Community Safety Analyst, at Jwan.Aziz@ontario.ca.

Sincerely,

Sylvia Jones
Minister

Enclosures (2)

Confidentiality Warning: This e-mail contains information intended only for the use of the individual named above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Ministry of Community Safety and Correctional Services' website at http://www.mcscs.jus.gov.on.ca/english/contact_us/contact_us.asp and destroy all copies of this message. Thank you.

If you have any accommodation needs or require communication supports or alternate formats, please let us know.

Cher Greffier Municipal:

Je suis heureuse de vous transmettre les ressources ci-jointes, qui visent à soutenir les municipalités qui entament le processus de planification de la sécurité et du bien-être communautaires. Je vous invite à les faire parvenir à vos membres et à leurs partenaires lorsqu'ils commenceront à élaborer et à mettre en œuvre leur plan de sécurité et de bien-être communautaires.

Comme vous le savez, les modifications apportées à la *Loi sur les services policiers* (1990) sont entrées en vigueur le 1^{er} janvier 2019, et toutes les municipalités doivent donc maintenant préparer et adopter un plan de sécurité et de bien-être communautaires. Elles sont aussi tenues de collaborer avec des services de police et divers secteurs (santé mentale et physique, éducation, services communautaires et sociaux, services aux enfants et aux jeunes) dans le cadre de la planification. Elles disposent de deux ans, à partir de la date d'entrée en vigueur des modifications, pour préparer et adopter leur premier plan (soit jusqu'au 1^{er} janvier 2021). Par ailleurs, elles peuvent s'associer à des municipalités et à des collectivités des Premières Nations avoisinantes pour produire un plan conjoint, ce qui pourra éventuellement les aider à élaborer un plan qui est le plus efficace possible et répond aux besoins uniques de leur région.

Ces modifications appuient la nouvelle philosophie de l'Ontario quant à la sécurité et au bien-être communautaires, qui passe par l'adoption d'une approche intégrée de prestation de services fondée sur une collaboration entre divers secteurs visant à gérer de façon proactive et durable la criminalité et les problèmes sociaux complexes. Dans le cadre de cette approche, les municipalités dirigeront la détermination des risques prioritaires à l'échelle locale et la mise en œuvre des programmes et stratégies fondés sur des données probantes pour s'attaquer à ces risques avant qu'ils dégénèrent et causent une crise.

Il importe de préciser que les dispositions encadrant la planification de la sécurité et du bien-être communautaires continueront d'exister dans la *Loi de 2019 sur la refonte complète des services de police de l'Ontario*, déposée le 19 février 2019. Si elle est adoptée, cette loi remplacera la *Loi de 2018 sur les services de police* et la *Loi de 2018 sur l'Unité des enquêtes spéciales de l'Ontario*, et abrogera la *Loi de 2018 sur la surveillance des services policiers* et la *Loi de 2018 sur le Tribunal disciplinaire de l'Ontario en matière de services policiers*. De plus, le projet de loi contient une nouvelle disposition qui, une fois en vigueur, exigera que les services de police locaux participent à l'élaboration des plans.

Mon ministère est résolu à aider les municipalités, ainsi que leurs partenaires, à se conformer aux nouvelles exigences législatives. Pour commencer, le ministère propose des webinaires sur la planification de la sécurité et du bien-être des collectivités au cours des prochains mois afin d'aider les municipalités au début du processus. Les webinaires donneront un aperçu des nouvelles exigences en matière de planification de la sécurité et du bien-être de la communauté, ainsi que des conseils sur la manière d'élaborer et de mettre en œuvre des plans efficaces. Les webinaires seront offerts aux dates et heures suivantes, et des sessions en anglais et en français uniquement seront disponibles:

7 mars 2019 (Anglais)
13h00 to 15h00

11 avril 2019 (Anglais)
13h00 to 15h00

9 mai 2019 (Anglais)
13h00 to 15h00

19 mars 2019 (Français)
13h00 to 15h00

25 avril 2019 (Anglais)
10h00 to 12h00

15 mai 2019 (Français)
13h00 to 15h00

21 mars 2019 (Anglais)
10h00 to 12h00

23 mai 2019 (Anglais)
10h00 to 12h00

Veuillez noter que le contenu des webinaires sera le même pour chaque session. Pour vous inscrire à un webinaire, veuillez envoyer votre demande à SafetyPlanning@ontario.ca avec la date et l'heure auxquelles vous souhaitez vous inscrire.

Le ministère a aussi rédigé un document de questions et de réponses fournissant davantage de renseignements et de précisions au sujet de la planification (voir l'annexe A).

Les municipalités sont encouragées à continuer d'utiliser le livret intitulé *Cadre de la planification de la sécurité et du bien-être dans les collectivités: un engagement commun pour l'Ontario* dans le cadre de la planification (voir l'annexe B). Il a récemment été mis à jour, et comprend maintenant les nouvelles exigences législatives, un nouveau facteur clé du succès qui souligne l'importance de la sensibilité culturelle dans la planification, et une nouvelle ressource servant à aider les municipalités à mobiliser les partenaires autochtones locaux. La nouvelle version du livret se trouve aussi sur le [site Web](#) du ministère.

Je vous remercie pour votre appui continu tandis que nous adoptons ensemble cette approche modernisée de la sécurité et du bien-être. Les collectivités peuvent faire parvenir leurs questions aux analystes en matière de sécurité communautaire Tiana Biordi (Tiana.Biordi@ontario.ca) et Jwan Aziz (Jwan.Aziz@ontario.ca).

Veuillez recevoir, Madame, Monsieur, mes salutations distinguées.

La ministre, Silvia Jones

Pièces jointes (2)

Avis de confidentialité: Ce courriel contient des renseignements destinés à être utilisés uniquement par la personne dont le nom apparaît plus haut. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de nous le faire savoir par le site Web du ministère de la Sécurité communautaire et des Services correctionnels à l'adresse http://www.mcscs.jus.gov.on.ca/french/contact_us/contact_us_fr.asp et de détruire toutes les copies de ce courriel. Merci.

Si vous avez des besoins en matière d'adaptation, ou si vous nécessitez des aides à la communication ou des médias substituts, veuillez nous le faire savoir.

**WEST NIPISSING POLICE SERVICES BOARD
CONSEIL DES SERVICES POLICIERS DE NIPISSING OUEST**



MUNICIPALITY OF WEST NIPISSING
101 – 225 HOLDITCH STREET
STURGEON FALLS ONTARIO P2B 1T1

TELEPHONE: (705) 753-2250

MUNICIPALITÉ DE NIPISSING OUEST
101 – 225 RUE HOLDITCH
STURGEON FALLS, ONTARIO P2B 1T1

TÉLÉPHONE: (705) 753-2250

January 22, 2019

Municipality of West Nipissing
Attention: Mayor Joanne Savage
225 Holditch Street
Sturgeon Falls, ON P2B 1T1

RE: Community Safety and Well Being Plan

Dear Madame Mayor,

The West Nipissing Police Services Board held its regular board meeting on January 16th, 2019 where the subject of the Community Safety and Well Being Plan was discussed. As you are aware, this is a major initiative that will determine the level of funding received for many sectors of the community including but not limited to policing and mental health. The Board is concerned that when the time for funding application is announced West Nipissing will not be ready as this is a very important matter that will require a lot of work by the Municipality, mainly Mayor and Council to take the lead.

The Board is willing to provide any assistance the Municipality may need with this initiative that in our opinion, should be discussed immediately.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact me.

Sincerely,



Barry Bertrand

Chair
West Nipissing Police Services Board

BB/dl

MEMORANDUM

TO: MAYOR and COUNCIL
FROM: Clerk's Department
DATE: March 5, 2019
SUBJECT: **West Nipissing Search and Rescue**

D-7(c)

Please find attached correspondence from the President of the West Nipissing Search and Rescue requesting financial assistance with insurance premiums which insurance is required in order for the organization to remain part of the OSARVA, which is the provincial governing body for local search and rescue organizations..

from the desk of :
Jean-Pierre (Jay) Barbeau
C.A.O.

Joie de vivre



www.westnipissingouest.ca

Janice Dupuis

Subject:

FW: West Nipissing Search and Rescue

From: shannon tromp < >

Sent: January 21, 2019 3:00 PM

To: Chris Fisher < >

Subject: West Nipissing Search and Rescue

Chris;

As per our discussion regarding the insurance payment for the West Nipissing Search and Rescue team I will attach the policy and cancellation statements for Algoma Insurance.

I have gone through previous meeting minutes to seek out the verbal commitments from both Jay and Chief Seguin to assist with the insurance payments.

I believe the first commitment was June 2017 when Jay, Norm and Gilles attended a Search and Rescue meeting ...prior to our committing to be provincially certified...to extend their support or the resurrection of the team and gave vague commitment of financial support.

February 2018 I did a delegation to council to provide update of the teams direction and request financial support. March and April 2018 Chief Seguin attends Search and Rescue meetings...helps to get business plan outlined and assures us once incorporating issues are resolved he would provide financial assistance to pay insurance premium.

In June 2018 incorporation number clarified. Meeting with myself and VP Sandy Guse and Chief Seguin held ...Inspector St.Pierre (as he was still at the time) was set for June 28. Inspector St. Pierre unable to attend...as per Chief Seguin. Meeting was to discuss a transfer of teams governance and financial to new leadership upon Chief Seguin's departure and reassurance of commitment of financial support. Meeting held in Inspector St. Pierre's absence but with reassurance to WNSAR that commitments would stand in change of pending leadership.

I was able to speak to Chief St. Pierre in late July and he was unaware of financial commitments made by chief Seguin. Chief St. Pierre then reviewed request and he stated he would take request to Police Board. Request taken to Police Board in August with response that they had no previous knowledge of the commitments made by Chief Seguin and there was no offer of support extended by the WNPS at that time.

We are now starting to roll out some of our own fundraising however if our insurance is not paid by end of March we will have to withdraw from OSARVA (our provincial governing body) If we are not under OSARVA we are not deployable by the OPP.

I hope this provides you with the information needed.

Thank you for your support.

Shannon Tromp
President West Nipissing Search and Rescue

Get [Outlook for Android](#)

MEMORANDUM

TO: MAYOR and COUNCIL
FROM: Jay Barbeau, CAO
DATE: March 5, 2019
SUBJECT: FIELD FIRST RESPONSE

D-7(d)

The Field First Response is requesting financial assistance with utility bills which have become prohibitively costly.

I am seeking Council's permission to assist this organization.

from the desk of :
Jean-Pierre (Jay) Barbeau
C.A.O.

Joie de vivre



www.westnipissingouest.ca

MEMORANDUM

D-8(a)

TO: MAYOR and COUNCIL

FROM: Clerk's Department

DATE: March 5, 2019

SUBJECT: **RURAL AND NORTHERN ONTARIO IMMIGRATION PILOT PROJECT**

Please find attached correspondence from Her Worship Mayor Joanne Savage, addressed to the North Bay and District Chamber of Commerce as well as the Greater Sudbury Development Corporation, in support of applications by each community for the Rural and Northern Immigration Pilot Program (RNIPP).

from the desk of :
Jean-Pierre (Jay) Barbeau
C.A.O.

Joie de vivre



www.westnipissingouest.ca



West Nipissing Ouest

Joie de vivre

The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)
F/TC (705) 753-3950

February 28, 2019

Patti Carr
Vice President of Policy and Communications
North Bay & District Chamber of Commerce
205 Main Street East
North Bay, ON P1B 1B2

To Whom It May Concern:

**Re: NORTH BAY & DISTRICT CHAMBER OF COMMERCE -
RURAL AND NORTHERN IMMIGRATION PILOT PROJECT APPLICATION**

As the Mayor for the Municipality of West Nipissing, I am pleased to support the North Bay & District Chamber of Commerce's Community Interest application for the Rural and Northern Immigration Pilot Program (RNIPP).

As a partner municipality in the District of Nipissing, our companies are challenged with filling important roles in their companies and at times find it difficult to match with appropriate skills.

Our region is supportive of this immigration pilot and we are confident that these newcomers would be welcomed into our community and gain meaningful employment especially in sectors such as tourism, retail, health care and manufacturing.

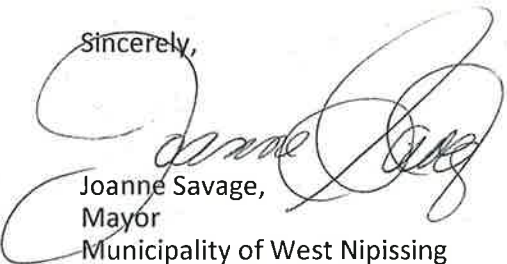
You should be aware that the Municipality of West Nipissing has a strong francophone presence and we hope that this will be considered in the North Bay & District Chamber of Commerce's Community RNIPP application.

The Municipality of West Nipissing utilizes the settlement services provided by the North Bay & District Multicultural Centre when newcomers resettle in our area, so this additional partnership will only enhance our role in welcoming new immigrants.

As Mayor, I'm providing this support prior to Council receiving the information and I am confident that they too will be supportive of this important initiative.

We hope for a successful response to the RNIPP application in supporting businesses in our region to fill current and future labour shortages.

Sincerely,


Joanne Savage,
Mayor
Municipality of West Nipissing

cc: MP, Marc Serré



West Nipissing Ovest

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F/TC (705) 753-3950

February 28, 2019

Greater Sudbury Development Corporation
200 Brady Street
Station A, PO Box 5000
Sudbury, ON P3A 5P3

To Whom It May Concern:

**Re: GREATER SUDBURY DEVELOPMENT CORPORATION -
RURAL AND NORTHERN IMMIGRATION PILOT PROJECT APPLICATION**

As the Mayor for the Municipality of West Nipissing, I am pleased to support the Greater Sudbury Development Corporation application for the Rural and Northern Immigration Pilot Program (RNIPP).

As a neighbouring municipality in the District of Nipissing, our companies are challenged with filling important roles in their companies and at times find it difficult to match with appropriate skills.

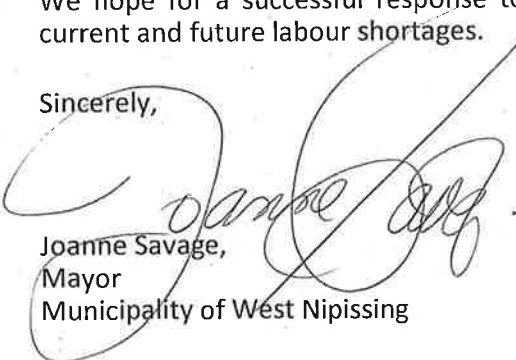
Our region is supportive of this immigration pilot and we are confident that these newcomers would be welcomed into our community and gain meaningful employment especially in sectors such as tourism, retail, health care and manufacturing.

You should be aware that the Municipality of West Nipissing has a strong francophone presence and we hope that this will be considered in the Greater Sudbury Development Corporation RNIPP application.

As Mayor, I'm providing this support prior to Council receiving the information and I am confident that they too will be supportive of this important initiative.

We hope for a successful response to the RNIPP application in supporting businesses in our region to fill current and future labour shortages.

Sincerely,


Joanne Savage,
Mayor
Municipality of West Nipissing

cc: MP, Marc Serré

MEMORANDUM

H-1

TO: MAYOR and COUNCIL
FROM: Jean-Pierre (Jay) Barbeau, CAO
DATE: February 28th, 2019
SUBJECT: **DISBURSEMENTS SHEETS**

At the last meeting of Council, a Notice of Motion was issued by Councillor Duhaime requesting the reinstatement of the AP disbursement sheets. By way of correction to one of the points in the motion, disbursements sheets were received at Council and not approved.

By way of background, the Treasurer has ceased producing this document as of the end of last term. The rationale for doing so is the following:

- It is not just “push a button” to produce the report that Council used to receive. It is onerous and time consuming. The various staff must pull reports batch by batch and then consolidate these individual reports. Within those batches, we occasionally have invoices that are partially allocated to various departments. These individual invoices are manually adjusted on the reports.
- Due to privacy concerns regarding employee benefits, we have moved to very generic descriptions (“eye care”). This inhibits the Treasurer’s ability to quickly review GL’s for reasonableness. It also only works if we are paying the optometrist directly. To protect our employees’ health privacy, we would need to remove these individual lines from the report.
- Legal expenditures descriptions to protect some items that we have discussed in closed sessions are also problematic.

The points above speak to the work involved which is simply to satisfy a historical requirement to produce it. Additional concerns are the protection of competitive information by our suppliers. We attempt to make the description as general as possible but can’t succeed all of the time. What this and the points above do is create a financial system that is so general that it is not as effective for internal use which is the reason we have systems in the first place, for staff to properly manage their finances.

The AP list does not provide a financial update. It does not provide a comparison to budget. It does not provide an actual list of the expense because of the tax implications. In summary it is not really a useful document due since there is no context to the expenditure.

Council’s role is not to oversee individual purchases. That is a management function. Council’s role is to ensure that administrative and financial controls are in place and are being followed. That is done by providing financial reports highlighting over-all expenditures and comparing them to approved budgets for both capital and operating. It is senior staff (primarily the Treasurer) that control and monitor detailed expenditures (purchases) though the many policies and administrative practices such as budgets, procurement by-laws and policies that are set at Council.

On a final note, I have perused other municipal agendas and could not find one example of this practice being conducted.

Respectfully,
Jay Barbeau, CAO



The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2019 /

MARCH 5, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

MOTION FROM FEBRUARY 19, 2019

WHEREAS Council objectives are to ensure that the Municipality's financial and administrative resources are being used efficiently as possible;

AND WHEREAS accountability and transparency are a priority in maintaining public trust in Council and the Management of our Municipality;

AND WHEREAS it is important to ensure that councillors have access to more information about the Municipality's accountability (finances);

AND WHEREAS this information will be essential to ensure that integrity is practiced all the time;

AND WHEREAS the accounts payable have always been part of the Municipality of West Nipissing agenda and approved on a monthly basis;

BE IT THEREFORE RESOLVED THAT the Council of the Municipality of West Nipissing receive on a monthly basis the accounts payable in the same format as previously provided for review and questions of understanding.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest

NOTICE OF MOTION FORM

In accordance with Section 20.0 "NOTICES OF MOTION" of the Corporation of the Municipality of West Nipissing Procedural By-Law: (20.2)

Member of Council:

YVON DUCHAIME
(print name)

Hereby files a **NOTICE OF MOTION** to be included on the Agenda for the meeting of Council, which is scheduled to be held on: MARCH 5TH (TUESDAY)
(enter date)

SUBJECT:

ACCOUNTS PAYABLE

and which **NOTICE OF MOTION** to read as follows:

Member of Council:

[Signature]
(signature)

FOR CLERK'S OFFICE USE ONLY:

Date received:	Feb 19, 2019	
Time received:	6:20 pm	
Entered in Council Agenda for meeting date of:	FEB 19 2019.	

March 5, 2019.

WHERE AS:

COUNCIL OBJECTIVES ARE TO
ENSURE THAT THE MUNICIPALITY'S FINANCIAL
AND ADMINISTRATIVE RESOURCES ARE
BEING USED EFFICIENTLY AS POSSIBLE
WHEREAS:

ACCOUNTABILITY AND TRANSPARENCY
ARE A PRIORITY IN MAINTAINING
PUBLIC TRUST IN COUNCIL AND THE
MANAGEMENT OF OUR MUNICIPALITY

WHERE AS:

IT IS IMPORTANT TO INSURE THAT
COUNCILLORS HAVE ACCESS TO MORE
INFORMATION ABOUT THE MUNICIPALITY
ACCOUNTABILITY (FINANCES)

WHERE AS:

THIS INFORMATION WILL BE ESSENTIAL
TO INSURE THAT INTEGRITY IS PRACTICE
AT ALL TIME

WHERE AS:

THAT THE ACCOUNTS PAYABLE HAVE
ALWAYS BEEN PART OF THE MUNICIPALITY
OF WEST NIPISSING AGENDA AND APPROVED
ON A MONTHLY BASES

SO THEREFORE BE IT RESOLVED
THAT THE COUNCIL OF THE
MUNICIPALITY OF WEST NASSING
RECEIVE ON A MONTHLY BASES,
THE ACCOUNTS PAYABLE IN THE
SAME FORMAT AS PREVIOUSLY
PROVIDED FOR REVIEW AND
QUESTIONS OF UNDERSTANDING

MEMORANDUM

I-1

TO: MAYOR and COUNCIL

FROM: Melanie Ducharme, Clerk
Janice Dupuis, Deputy Clerk

DATE: March 1st, 2019

SUBJECT: AMENDMENT TO PROCEDURAL BY-LAW re: CONFLICT OF INTEREST

At the February 5th meeting the attached proposed amendment was discussed and agreed to by Council.

The by-law is now being brought forward to Council approval.

Thank you,

Joie de vivre



www.westnipissingouest.ca

BY-LAW 2019/16

**BEING A BY-LAW TO AMEND BY-LAW 2018/26 TO GOVERN THE PROCEEDINGS
OF THE MUNICIPAL COUNCIL, THE CONDUCT OF ITS MEMBERS
AND THE CALLING OF MEETINGS**

WHEREAS pursuant to Section 238(2) of the *Municipal Act, 2001*, S. O. 2001 c. 25, authorizes a Municipality and local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings;

AND WHEREAS pursuant to Section 223.2(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, authorizes the municipality to establish a Code of Conduct for members of the council and of local boards;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING AMENDS BY-LAW 2018/26 AS FOLLOWS:

1. That Section 13 – Disclosures of Pecuniary Interest be replaced in its entirety with the following:

13.0 DISCLOSURES OF PECUNIARY INTEREST

13.1 Members are required to make declarations of pecuniary interest in accordance with the Municipal Conflict of Interest Act and or other relevant legislation. Any member who has a direct or indirect pecuniary interest on matters brought before Council or Committee is required by law to make a disclosure of his/her pecuniary interest in the following manner:

13.1.1 Disclose the interest and its general nature at the meeting, prior to any discussion taking place;

13.1.2 At the meeting submit a written statement in the COUNCIL / COMMITTEE DECLARATION OF PECUNIARY INTEREST FORM (forming part of this by-law as Schedule "A" and shall submit it to the Clerk or his or her designate;

13.1.3 Refrain from taking part in the discussion of the matter;

13.1.4 Refrain from voting on the matter;

13.1.5 Make no attempt to influence the voting at any time before, during or after the meeting.

13.2 Closed meeting: If the matter in which the member has a pecuniary interest is discussed at a meeting closed to the public, the member must disclose their interest as outlined above, and also leave the meeting, or that portion of the meeting dealing with the matter.

13.2.1 A member's disclosure of pecuniary interest during a closed meeting must also be recorded in the minutes of the next meeting that is open to the public. This can be achieved when the member makes a disclosure of pecuniary interest on the resolution adopting the minutes of the closed meeting in question, at which time the member is again prohibited from discussion or voting on the minutes related to the matter.

13.2 Not in attendance: If the matter in which the member has a pecuniary interest is discussed at a meeting not attended by the member, the member must disclose his/her interest in the appropriate manner at the first meeting attended after said meeting

13.4 Chairperson: If the Mayor or presiding officer has made a disclosure of pecuniary interest on any matter before Council or Committee, the Chairperson

shall withdraw from the chair during the deliberations on that matter.

13.4.1 In the event that the Mayor or presiding officer has made a disclosure of pecuniary interest on a matter before Council or Committee, the Chairperson shall withdraw from the chair during the deliberations on that matter.

13.4.2 In the event that the Mayor or presiding officer and the Acting Mayor or chairperson are unable to chair the portion of a meeting in which a disclosure of pecuniary interest applies, the remaining members present shall, amongst themselves, appoint a member to act as Chairperson for that portion of the meeting.

13.5 A public registry of all declarations of pecuniary interest shall be maintained by the Clerk in accordance with the Municipal Conflict of Interest Act.

13.6 The Clerk shall record the particulars of any disclosure of pecuniary interest and the general nature thereof and this record shall appear in the minutes of the meeting;

13.7 Where a member has declared a pecuniary interest on an item, they shall not take part in adopting the confirmatory by-law.

2. That **Schedule 'A'** attached hereto shall form part of By-Law **2018/26**.

3. That the above noted amendments and additions shall form part of By-Law **2018/26**.

ENACTED AND PASSED THIS 5th DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE,
MAYOR

MELANIE DUCHARME,
CLERK



SCHEDULE "A" OF BY-LAW 2019/16
AMENDING BY-LAW 2018/26 GOVERNING THE PROCEEDINGS
OF THE MUNICIPAL COUNCIL, THE CONDUCT OF ITS MEMBERS
AND THE CALLING OF MEETINGS

COUNCIL / COMMITTEE MEMBER

DISCLOSURE OF PECUNIARY INTEREST FORM

As required under Section 6 of the *Municipal Conflict of Interest Act*, I, _____
Print Name

declare a conflict of interest with the following ☐ Council / ☐ Committee agenda item :

ITEM(S)	AGENDA DATE

on the

REASON FOR DISCLOSURE:

Signature:



**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2019 /

MARCH 5, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT THEREFORE RESOLVED THAT By-law **2019/16**, being a by-law to amend By-Law 2018/26 to govern the proceedings of the Municipal Council, the conduct of its members and the calling of meetings, shall come into force and take effect on the date it is passed.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____